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[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009093/30

## PROVISION OF COMPANY SECRETARY SERVICES

**BID NO: ANDA/03/2018/2019**

### DESCRIPTION OF BID

Alfred Nzo Development Agency invites all interested Service Providers to submit proposals for **provision of Company Secretary Services for Alfred Nzo Development Agency**.

Alfred Nzo Development Agency SOC LTD requires services of a competent Service Provider with a vast experience in Company Secretariat Services and Legal Services (advanced knowledge in company law and Local Government Legislation as it relates to Municipal environment and Municipal Entities).

### BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING COMPULSORY SUBMISSIONS

- All bidders must have registered in the Centralised Supplier Database (CSD).
- All bids submitted will remain valid for a period of 90 days after the closing date.
- Valid tax clearance certificate and pin.
- Certified copies of B-BBEE level certificate or affidavit for company and that of joint venture (where applicable).
- Company profile with traceable references (**attach proof**).
- Joint venture agreement (where applicable).
- Detailed information of the service provider.
- All prospective bidders are required to submit MBD 4 and MBD 8 forms (completely filled by all members of the company or a certificate for authority of signatory authorizing one member to sign on behalf of all members of the company) and failure to do so will result in disqualification.
- All MBD forms (e.g. Declaration of interest) must be completed in full.

### EVALUATION CRITERIA

#### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 of 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Bids will be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Price and B-BBEE Points

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>	
<b>Functionality</b>	<b>100</b>
• Company Secretary Experience	50
• Previous experience of Project leader (CV to be attached)	50
<b>STAGE 2 OF EVALUATION- PRICE &amp;PREFERENTIAL POINTS</b>	<b>100</b>
B-BBEE POINTS	20
Price	80

#### **TENDER PUBLICATION**

Tender documents/ Terms of Reference will be available **from 24 May 2019** at Reception, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Mount Ayliff and on our website [www.andm.gov.za](http://www.andm.gov.za) on payment of a non-refundable fee of R 500 (vat inclusive) per document and attach deposit slip when submitting the Tender Document. Reference must be the company name. Direct Electronic Transfer should be made into **Alfred Nzo Development Agency's Account at FIRST NATIONAL BANK. Account no: 62215290355, Branch code 250035 and proof of deposit is required upon collection of the tender document. No cash will be accepted.**

#### **CONDITIONS**

All goods and services will be made through official order form/ Letter of appointment. Therefore, no goods must be delivered or services rendered before an official order/ letter of appointment has been forwarded and accepted by the successful bidder.

- All prices quoted must be inclusive of VAT. Suppliers who are not registered for VAT will be treated as non-VAT Vendors.
- Price quoted must include all charges including delivery and other disbursements.

#### **CLOSING DATE**

Bid document including all relevant documentation in a sealed envelope, marked **COMPANY SECRETARY SERVICES ANDA/03/2018/2019**, must be deposited in the bid box or couriered to Alfred Nzo Development Agency, ERF 1400, Ntsizwa Street, Umzimvubu Goats Complex, Mount Ayliff not later than **12h00pm** on the **21<sup>st</sup> of June 2019** where bids will be opened in public.

**Late, incomplete, electronic, telegraphic, telexed and faxed bids will not be considered.**

Enquiries should be directed to office of the CEO, Ms Mtolo at 039 492 0011/ 071 625 0786 or may be directed to SCM Manager, Mr Mdudi at 039 492 0011 / 082 786 0772, email [mdudio@anda.org.za](mailto:mdudio@anda.org.za)

Prospective partners are invited to submit one or more proposals for consideration by the Agency. **ANDA reserves the right to accept wholly or partially or to reject bids submitted.**

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Ms. M. Bambeni  
Acting Chief Executive Officer