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Better District, Better Life and Growth for all.

www.anda.org.za

Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009063/30

TERMS OF REFERENCE
For the
**SEPARATION OF METER BOXES AT EMFUNDISWENI SKILLS
DEVELOPMENT AND RESOURCE CENTRE
REVITALIZATION AND MAINTAINANCE OF OLD ANDA PROPERTIES:
2019/20 FINANCIAL YEAR**

Issued and Prepared by:

Alfred Nzo Development Agency

Chief Executive Officer: Ms. Mandy Bambeni

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Emfundisweni Skills Development and Resource Centre is situated in the Emfundisweni administrative area, under the Ntabankulu Local Municipality within the Alfred Nzo District. After 2011 Local Government Elections, Ntabankulu and Mbizana were incorporated into the Alfred Nzo Region through changes in the demarcation processes that led to Emfundisweni Skills Development and Resource Centre to be transferred from OR Tambo District Municipality to the Alfred Nzo District Municipality. During the transfer process, it was agreed that Alfred Nzo District Municipality would assume responsibility over the Centre and to continue supporting the Centre. A decision was then taken by the District Municipality to transfer the Centre to Alfred Nzo Development Agency. One of the responsibilities assigned to the agency was to develop the innovation and entrepreneurial potential activities which supports and drives economic growth within ANDM. Emfundisweni Skills Development and Resource Centre is a strategic tool adopted by the Agency to enhance entrepreneurial activities.

These properties have to be secured and managed as well as utilized in a manner that will yield good economic benefits for the district. Alfred Nzo Development Agency as an implementing Agency has a responsibility to maintain, support and manage all the properties under Emfundisweni Skills Development Centre, that were transferred from the OR Tambo District Municipality to Alfred Nzo District that include Mbizana Chicken Abattoir and Fort Donald.

The vision for Emfundisweni Skills Development and Resource Centre is to be a multi-disciplinary training Centre committed to providing outcome based integrated skills development through training that will transform communities by means of effective sustainable economic development and enhance entrepreneurship and self – sufficiency.

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Alfred Nzo Development Agency, conducted assessment on Emfundisweni Skills Development Centre. The Centre has four co-operatives incubated inside that is; Accommodation, Sewing Manufacturing, Bakery and Crop Production unit. Three of these co-operatives are operational as legal entities and operating in the Centre under the supervision of Emfundisweni Skills Development and Resource Centre and Alfred Nzo Development Agency.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To upgrade the Emfundisweni Skills Centre, positioning it as a centre of multi-dimensional skills development facility for ANDM SMMEs and communities.

1.2.2 Specific Objectives

The specific objectives of the project require the undertaking of the following:

- To provide prepaid meter boxes and wiring for Emfundisweni Skills Centre facilities.
- To undertake separation of prepaid meter boxes for business units and the rental facilities at Emfundisweni Skills Centre
- To have a functional skills development centre for ANDM SMMEs and communities, generate revenue and essentially become self-sustaining

2. SCOPE & EXTENT OF WORK

A qualified electrical service provider is requested to supply and install sub prepaid meters that will be utilized by Emfundisweni Administration to manage the tenants' utilities and assist in regulating the usage of electricity. The following gives a high level indication of activities to be undertaken.

Supply, delivery and installations as follows:

- 21 x Single phase prepaid meter boxes.
- 7 x 3 phase prepaid meter boxes.

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- 3 phase wiring for boy's hostel.
- Restoration of power for High-Mast Lights

****A full bill of quantities has been provided on Annexure 1.**

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

NB: A compulsory briefing session/site visit will be held to clarify the Scope of Work with prospective bidders on the **29 August 2019**.

3. PROJECT TIME FRAME

The project time frame will be 2 weeks from the date of appointment of the service provider, which is anticipated to take place at the end of August 2019.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- 21 x Single phase prepaid meter boxes installed
- 7 x 3 phase prepaid meter boxes installed
- The boy's hostel block and 4 rooms of tenants wired properly
- Restored of power for High-Mast Lights
- All necessary equipment provided for separation of prepaid meter boxes purposes, as specified in the Scope of Work.

5. STAKEHOLDERS CONSULTATION

Where necessary, the successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take

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responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency.

Where necessary, a Project Steering Committee (PSC) made of ANDA officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDA officials and some members of the PSC to ensure that ANDA is able to approve claims made by the service provider.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – Separation of prepaid meter boxes for Emfundisweni Skills Centre" and placed in the tender box at the Alfred Nzo Development not later than 10H00 on the **04 September 2019**. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

9. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids 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	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

PREVIOUS COMPANY EXPERIENCE	Weighting
Building Renovations (30)	
Traceable record for successful completion 3 electrification projects, amounting to no less than R100 000 each	30
Traceable record for successful completion 2 electrification projects, amounting to no less than R100 000 each	20
Traceable record for successful completion 1 electrification project, amounting to no less than R100 000	10
And for projects less than 1	0
Supply and Delivery of Electrical Material	20
Successful undertaking of 02 Supply and delivery of electrical material projects amounting to no less than R20 000 each;	20
Successful undertaking of 01 Supply and delivery of electrical material project amounting to no less than R10 000 each;	10

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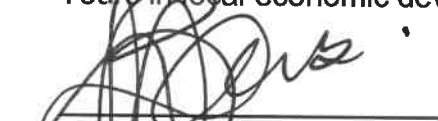
And for projects less than 01	0
<p style="text-align: right;">Maximum Weighting</p> <p>50</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. A traceable record will be evaluated on the basis of:</p> <p>1.1 A reference letter/letters specifying the contract amount for each project completed (1 reference letter per project completed)</p> <p style="text-align: center;">OR</p> <p>1.2 For construction related projects, a completion certificate for each project completed.</p>	

CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	Weighting
A Project Team with the following areas of expertise: (30)	
Project Leader with NQF Level 6 Qualification in the Electrical Environment NB: Attach CVs and certified copies not older than 3 months for all qualifications.	30
Resources to execute the work	
Own reliable form of transportation for delivery of goods (Attach vehicle Ownership certificate)	20
Leased form of transportation for delivery of goods (Attach lease agreement and owner's ownership certificate)	10
Total Maximum Weighting	50

For any queries regarding this tender, please contact Ms. F. Nketshisa for project related queries; on (039) 492 0011 or; Mr. O. Mdudi for SCM related queries at telephone number 039-492-0011 during office hours.

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Yours in local economic development



**MS. M. BAMBENI
CHIEF EXECUTIVE OFFICER**