



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
SUPPLY AND DELIVERY OF COVID – 19 SUPPLIES AND SERVICES**

Issued and Prepared by:

Alfred Nzo Development Agency

Umzimvubu Goats Complex

Hospital Road

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4735

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Tel: 039 492 0011

1. BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity of Alfred Nzo District Municipality established in terms of the Municipal Systems Act (MSA) No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008.

ANDA is governed by a plethora of legislation and regulations that intends to support and strengthen its role in transforming society and the developmental state. The Agency is established as a special purpose vehicle for the objective of driving and facilitating economic development and investment throughout the Alfred Nzo District.

The principal mandate of the agency is to act as the operational arm of the Municipality for the purposes of implementing economic, social and environmental policies and projects within the area of jurisdiction of the Municipality or such areas as the Municipality may specify from time to time. It acts to promote development of economic potential on a regional basis by building on opportunities, which recognise the unique competitive strengths of the region's economy.

2. PURPOSE AND OBJECTIVES OF THE PROJECT

The Alfred Nzo Development Agency would therefore like to appoint a competent service provider for the provision of Covid-19 Supplies and related services

3. SCOPE OF WORK AND SPECIFICATION

The scope of work for the project involves the supplying and delivering of Covid-19 Supplies and the provision of specialised Covid-19 services. Services and supplies to be provided are outlined as per the attached pricing schedule:

| NO. | ITEM DESCRIPTION | QUANTITY | RATE | PRICE |
|------------|---|-----------------|-------------|--------------|
| 1. | Once-Off Disinfecting of ANDA Offices (14 Offices) | 400m3 | | |
| 2. | Training on Self Fogging/ Disinfecting of ANDA Offices | 3 Trainees | | |
| 3. | Dis-infecting of ANDA Offices - Self-Fogging Supplies | 12 Months | | |
| 4. | 1L Sanitizer with at least 70% of alcohol | 500 | | |
| 5. | 20 L Disinfectants | 200 | | |
| 6. | Examination Gloves non-sterile (Box of 100 pieces) | 100 | | |
| 7. | 300ml Hand Wash Liquid | 200 | | |
| 8. | 5L Disinfectant for cleaning surfaces | 150 | | |
| 9. | Backpack sprayer (Pressure spray with 16L Capacity) | 3 | | |
| 10. | 25 Litre Disinfectant | 10 | | |
| 11. | Boot covers box of 100 pieces (Overshoe, non-woven, single use) | 10 | | |
| 12. | Face-Shield | 250 | | |
| 13. | Digital Thermometer | 2 | | |

| NO. | ITEM DESCRIPTION | QUANTITY | RATE | PRICE |
|-----|--|----------|------|-------|
| 14. | Foot Pump Hand Sanitizer Dispenser | 2 | | |
| 15. | Disinfecting and Sanitizing Entrance Footbath Mat | 1 | | |
| 16. | Walkthrough Disinfecting and Sanitizing booth (Fully automated spray, 100% natural, non-hazardous, Disinfects clothing and skin from harmful bacteria, Virus and Fungi, Non-slip floor, Tank capacity up to 1000Litre, Safe for clothing and skin) | 1 | | |
| 17. | 1000 Litres of Disinfectant for the booth | 2 | | |
| 18. | Spray Bottles | 100 | | |
| 19. | Disposable Coveralls (PPE) for fogging purposes | 250 | | |

4. SPECIAL CONDITIONS OF A CONTRACT

4.1 An appointment for the protective equipment and disinfection of offices shall be issued on appointment.

4.2 The Service Provider shall clearly state the name of the manufacturer, product specification, and associated guarantee for each item

4.3 All goods offered must comply with the South African Bureau Standards (SABS) requirements and/ or Occupational Health and Safety Act 85 of 1993 as amended.

4.4 Quantities of items to be ordered will vary from time to time during the contract period

4.5 Entity reserves the right to exchange sizes of delivered items should the requested size not be suitable for the individual/s as requested, at no additional cost to the Entity.

4.6 Chief Executive Officer reserves the right to reject a proposal should the certificate

confirming that the items offered do not comply strictly with the specifications or stating any deviations from those specifications

4.7 Samples of goods:

- a) Samples of protective equipment must be forwarded to the office of Alfred Nzo Development Agency for inspection/testing as part of bid adjudication process and samples must be submitted before the bid closing date and time.
- b) The potential service providers should ensure that samples are properly packed to avoid any material loss or damage during transportation and for safe keeping of goods once received. Please be advised that the Alfred Nzo Development Agency shall not accept any loose samples.
- c) All samples submitted must be labeled and the label shall have the following details: enterprise name, address and contact details.
- d) Material samples shall be described in terms of cotton, polyester, other relevant material inputs, and be delivered immediately the bidder is appointed.
- e) The manufacturer's test certificate must be attached to the samples.
- f) The samples of successful bidder shall be retained by the ANDA for reference purposes during the contract period at no extra charge to the ANDA.

NB: Failure to adhere to the above requirements will render your bid non-responsive.

5. BID EVALUATION CRITERIA

Bids will be evaluated as follows:

5.1 Compliance Criteria

- A Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (1 original required).
- Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax

Compliant Verification PIN number issued by SARS.

- Proof of registration of the Entity as follows:
 - Natural persons - certified copy of ID document/ passport
 - Partnership - copy of Partnership Agreement plus IDs of all partners
 - Company - current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
 - Trust - letter of appointment from the Master of the High Court of SA and deed of trust
 - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.)
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted.
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted
- In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement
- Central Supplier Data Base registration (CSD)

5.2 Functionality Criteria

A. STAGE 1

The evaluation of functionality shall be carried out as per the criteria set in the table below

| FUNCTIONALITY CRITERIA | SUB-CRITERIA | MAXIMUM POINTS |
|--------------------------|--|-------------------------|
| Traceable References | <p>Project Capability and Related Experience</p> <p>Bidders shall provide traceable references such as signed appointment letters or reference letter of head of Municipalities/entities/companies that received services for similar projects like fumigation, provision of cleaning services/material undertaken in the past 4 years, and must have contact details.</p> <p>A minimum of 3 letters to be attached.</p> <p>0 to 1 letter = 5</p> <p>2 letters = 10</p> <p>3 letters and above = 25</p> | <p>25 Points</p> |
| Methodology for Delivery | <p><u>Infrastructure and Equipment</u></p> <ul style="list-style-type: none"> - Indicate your capability to deliver correct goods to Alfred Nzo Development Agency <ul style="list-style-type: none"> o Submission of below samples with tender (10) <ul style="list-style-type: none"> ▪ Face Shield ▪ Sanitizer ▪ Disposable Coveralls ▪ Dis-infectants - Quality Assurance (confirmation letter from supplier/manufacturer attaching the South African Bureau Standards certificate of | <p>55 Points</p> |

| | | |
|--|--|-------------------|
| | approval/quality of the goods to be supplied) (25) - How will goods be delivered to Alfred Nzo Development Agency sites <ul style="list-style-type: none"> ○ Own vehicle – Attach Log Book/Proof of Ownership (15) ○ Courier (0) | |
| | Detailed Turnaround Plan (indicate days from order to delivery) (20) | 20 Points |
| | TOTAL POINTS | 100 POINTS |

NB: A Bidder scoring below seventy (70) points on functionality will not be further evaluated.

It is the Bidders' responsibility to ensure that they provide all the authentic supporting documents required in order to be considered for this bid.

STAGE 2:

Price and BBBEE (80:20)

Only those bids that meet the criteria stated for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per MFMA Circular No.53 of the National Treasury, as follows:

| | |
|--|----------------------------|
| PRICE | 80 |
| B-BBEE Status Level of Contribution | Number of Points 20 |
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |

| | |
|--------------------------|------------|
| 4 | 14 |
| 5 | 12 |
| 6 | 10 |
| Non – Contributor | 0 |
| MAXIMUM | 20 |
| TOTAL | 100 |

7. DELIVERABLES / KEY OUTPUTS

- Signing of Service Level Agreement (SLA)

For any queries regarding this tender, please contact Ms O. Sompao/Ms Mrwetyana-Zembe at telephone number 039 492 0011 or Email: sompao@anda.org.za; mrwetyanad@anda.org.za during office hours.

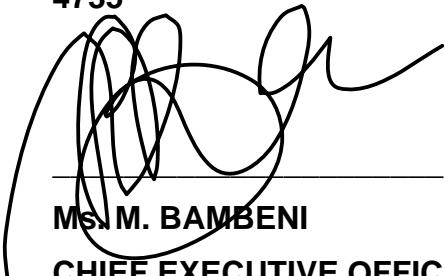
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Ms. M. BAMBENI

CHIEF EXECUTIVE OFFICER