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Better District, Better Life and Growth for all.

www.anda.org.za



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

03 July 2020

THE APPOINTMENT OF A SERVICE PROVIDER FOR JOB DESCRIPTION WRITING

BID NO: ANDA 04/2020/2021

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province.

ANDA hereby invite bids from suitably qualified service providers to submit quotations to provide Job Description Writing services.

Compulsory Briefing Session

A compulsory briefing session will be held as follows:

- Date: 13 July 2020
- Time: 10H00
- Venue: ANDA Boardroom

N.B. Everyone attending the briefing is expected to follow lock down regulations and wear a mask.

Notes to Prospective Bidders/compulsory submissions

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Valid Tax Clearance Certificate and/or Pin should be attached
- Certified copy of B-BBEE Level Certificate or sworn affidavit
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 8 & 9 forms (declaration of interest & SCM past Experience) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

The proposals / quotations 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	
Functionality	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
Price	80
B-BBEE Certificate	20
TOTAL	100

Breakdown of Functionality

PREVIOUS COMPANY EXPERIENCE	Maximum Weighting
Previous Experience	40
Traceable record for successful completion of a minimum of 03 Job Evaluation projects	40
Traceable record for successful completion of a minimum of 02 Job Evaluation projects	30
Traceable record for successful completion of a minimum of 01 Job Evaluation project	20
Note COMPULSORY attachments for verifying work done: 1. A traceable record will be evaluated on the basis of: - An Appointment letter/ Official Purchase Order specifying the contract amount for each project completed.	
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	Weighting
A Project Team with the following areas of expertise	40
NQF Level 6 qualification in Public Administration/Human Resource Management	25

Team member with minimum Of NQF Level 6 in Psychology (Attach CVs and certified copies not older than 3 months for all qualifications for project team. The bidders must clearly index and label the CV's of not more than five pages).	15
METHODOLOGY	20
Explain and Attach Work Plan with time frame	15
Explain Deloitte	05
Total Maximum Weighting	100

SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 04/2020/2021 THE APPOINTMENT OF A SERVICE PROVIDER FOR JOB DESCRIPTION WRITING**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 am** on the **23 JULY 2020**. The submissions will be opened in public. Emailed or faxed proposal will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

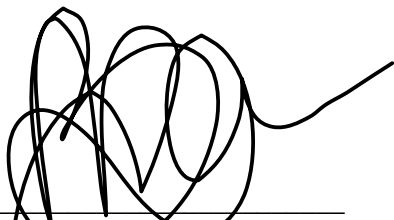
DOCUMENTATION

The Bid Documents shall be available at a non-refundable cost of R 500.00 (VAT inclusive) per Document, to be collected at the Supply Chain Management Office, 1400 Hospital Road, Umzimvubu Goats Complex, Mount Ayliff, 4735. All Bidders are required to attach proof of payment receipts on their document when submitting bids.

To receive copies via email after payment, payment to be made at ANDA Bank Account, FNB Bank Cheque Account: 622 152 90 355 (& please quote your company name as the reference), kindly send an email to sompao@anda.org.za / makhatham@anda.org.za to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Enquiries should be directed to Executive manager: Corporate Services: Ms D. Mrwetyana-Zembe 039 492 0011 email: mrwetyanad@anda.org.za and SCM related enquiries should be directed to SCM manager: Ms O. Sompao on 0394920011 / 066 440 7301 or email: sompao@anda.org.za



Ms M. Bambeni
Chief Executive Officer