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*Better District, Better Life and Growth for all.*

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



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2009/0355920

**08 FEBRUARY 2024**

## **THE APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE OF PRINTING MACHINE**

**BID NO: ANDA 15/2023/2024**

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms of 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 proposals for the maintenance of a printing machine for a period of three (3) years.

### **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
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Lease agreement/ Proof of Residence.
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 6.1, 8 & 9 forms (declaration of interest & SCM past practices) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from [www.anda.org.za](http://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 (2022), 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 – Capacity to execute work

Stage 2 – Price and Preferential Points (Goal 3)

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award. 8

ITEM	Weight
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
Goal 3	20
Price	80

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 05 or more Printer Maintenance projects	50
Traceable record for successful completion of a minimum of 04 Printer Maintenance project.	40
Traceable record for successful completion of a minimum of 03 Printer Maintenance projects	30
Traceable record for successful completion of a minimum of 02 Printer maintenance projects	20
Traceable record for successful completion of a minimum of 01 Printing Maintenance project.	10
<b>Maximum Weighting</b> <b>Note COMPULSORY attachments for verifying work done:</b> <b>2. A traceable record will be evaluated on the basis of a completion certificate or reference letter, which must be on the letterhead of the referring institution, for each project completed.</b>	50

Capacity and Expertise to Undertake the Project	Weighting [50]
<b>A Project Team with the following areas of expertise:</b>	
Team member with a minimum of NQF Level 6 Qualification in Information Technology.	30
<b>or</b>	
Team member with a minimum of NQF Level 5 in Computer Science	20
<b>Note: The scoring in this section is not cumulative.</b>	
Team member with at least one-year Technical Support in Printing Solution Equipment installation course certificate	20

<b>NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae - CV</b>	
<b>Total Maximum Weighting</b>	<b>50</b>

<b>SPECIFIC GOAL 3: COMBINATION OF ANY GOALS</b>	<b>Attachment to claim maximum points</b>	<b>Criteria Points</b>
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID, detailed CSD	5
<b>TOTAL WEIGHT</b>		<b>20</b>

### **SUBMISSION OF PROPOSALS**

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 15/2023/2024 MAINTENANCE OF PRINTING MACHINE**. 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 **11 MARCH 2024**. The submissions will be opened in public. Emailed or faxed proposals will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

**NB. Interested service providers can come to the office to view the printing machine before the closing of the tender during office hours, 08h00 – 16h30 (Mon to Thurs) and 08h00 – 15h15 (Friday).**

### **DOCUMENTATION**

To receive copies of MBD forms via email kindly send an email to [makhatham@anda.org.za](mailto:makhatham@anda.org.za). Alternatively, the forms will be available at Alfred Nzo Development Agency.

### **BID ENQUIRIES**

Enquiries should be directed to HR Practitioner: Ms. Sinazo Jijana 039 492 0011 / 072 846 3915 or email: [jijanas@anda.org.za](mailto:jijanas@anda.org.za) and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompa on 0394920011 / 066 440 7301 or email: [sompao@anda.org.za](mailto:sompao@anda.org.za)



**Mr. N.F. Xolo**  
**Acting Chief Executive Officer**