



**TERMS OF REFERENCE FOR PROVISION OF ELECTRICAL SERVICES AND MAINTENENCE AT  
EMFUNDISWENI SKILLS DEVELOPMENT CENTRE**

**Issued and Prepared by:**

**Alfred Nzo Development Agency**

**Umzimvubu Goats Complex**

**Hospital Road**

**Mount Ayliff**

**4735**

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## 1. INTRODUCTION

The ANDA invites qualified and experienced Service Provider to provide Electrical Services and Maintenance at Emfundisweni Skills Development and Resource Centre.

## 2. PURPOSE

The purpose of this project is for the provision of electrical and maintenance services at Emfundisweni Skills Centre

## 3. BACKGROUND

Alfred Nzo Development Agency is an Agency that is wholly owned by the Alfred Nzo District Municipality. One of the responsibilities given to the Agency by the principal is to acquire, own and manage land and buildings on behalf of the Alfred Nzo District Municipality.

Alfred Nzo District Municipality took a Council Resolution to transfer the management of its properties to its Entity, Alfred Nzo Development Agency. Emfundisweni Skills Development Centre is one of those properties. As part of managing the properties, the Agency provides maintenance of the infrastructure

## 4. SCOPE OF WORK

- Fixing and energising power on damaged high mast
- Re-dressing and labelling of distribution boards
- Disconnecting of live cables on door matrices
- Issuing of certificates of compliance
- The service provider will be held liable to any faulty connection that may occurred within the space of 1 year, resulting from work undertaken by the service provider.

## 5. BILL OF QUANTITIES

Table 1 : Solution Bill of Quantities

No	Item Description	Quantity (Not limited to)
1.	Fault finding	1
2.	Visual inspection	1

3.	Electrical testing	1
4.	Fixing tempered sub metres	12
5.	Fixing and energising power on damaged high mast :	3
6.	Re-dressing and labelling of distribution boards	3
7.	Disconnecting of live cables on door matrices	1
8.	Issuing of certificates of compliance	25

## 6. TIME FRAME

This project must be completed within 30 (thirty) days from the date of appointment with minimal network disruption

## 7. EVALUATION CRITERIA

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

The proposal/quotations will be evaluated in two stages, namely:

CRITERIA	WEIGHT
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
Capacity to execute the work	100
<ul style="list-style-type: none"> <li>• Previous Experience</li> </ul>	60
<ul style="list-style-type: none"> <li>• Capacity and expertise</li> </ul>	40
<b>STAGE 2 OF EVALUATION: PRICE AND PREFERENTIAL POINTS</b>	100
<b>STAGE 2 OF EVALUATION-PRICE &amp; PREFERENTIAL POINTS</b>	
Price	80
GOAL 3	20
<b>TOTAL</b>	<b>100</b>

PREVIOUS COMPANY EXPERIENCE	WEIGHING
Traceable record for successful completion of 3 electrification projects, amounting to less than R50 000 each	60

Traceable records for successful completion of 2 electrification projects amounting not less than R50 000 each	40
Traceable record for successful completion of 1 electrification projects amounting not less than R50 000	20
Maximum weighting Note Compulsory attachments for verifying work done: 1. A traceable record will be evaluated based on: 1.1. A reference letter/letters specifying the contract amount for each project completed (1 reference letter per project completed) 1.2. For construction related projects, appointment letter and completion certificate for each project completed.	60
<b>CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT</b>	<b>WEIGHTING</b>
<b>A Project Team with the following areas of expertise</b>	
Project Leader with NQF Level 6 qualification in Electrical engineering <b>NB: Attach CVs and certified copies not older than 3 months for all qualifications</b>	<b>20</b>
CIDB grading of 1EB	<b>20</b>
<b>Total Maximum Weighting</b>	<b>40</b>

#### PREFERENTIAL POINTS ALLOCATION

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

#### 8. SUBMISSION OF PROPOSALS

**Please note:** All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections,

however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will lose submissions be accepted.

**Alfred Nzo Development Agency does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.**

#### **9. DELIVERABLES / KEY OUTPUTS**

- Fixing and energising power on damaged high mast
- Re-dressing and labelling of distribution boards
- Issuing of certificates of compliance
- Fixing of 12 tempered sub metres

For any queries regarding this tender, please contact Mr. NC Cengimbo at telephone number 039 492 0011/071 075 9612 or Email: [cengimbon@anda.org.za](mailto:cengimbon@anda.org.za) during office hours or; Ms. Motheba Makhatha for SCM related queries at tel. number 039 492 0011 / 071 075 9437 or email: [makhatham@anda.org.za](mailto:makhatham@anda.org.za)

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**Approved/Not Approved**



**BSC Chairperson**

**Comments by Chairperson:**

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**AUTHORISED BY:**



**MS N. MALOI  
ACTING CHIEF EXECUTIVE OFFICER**