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<b>Better District, Better Life and Growth for all.</b>		<b>www.anda.org.za</b>

Alfred Nzo Development Agency, SOC Ltd  
Reg nr: 2008/0965320

## TERMS OF REFERENCE

### THE APPOINTMENT OF SERVICE PROVIDER FOR REFURBISHMENT AND FENCING OF EPHIFANE SHEEP SHEARING SHED.

NB: A compulsory briefing session will be held at the site (Ephifani sheep shearing shed) to clarify the Scope of Work with prospective bidders on the 20 SEPTEMBER 2024

Issued by:

Alfred Nzo Development Agency  
Umzimvubu Goats Complex  
Hospital Road  
Mount Ayliff  
4735

## Section 1: Introduction

These terms of reference outline ANDA's intention to recruit suitable service provider for refurbishment of 1x sheep shearing shed located in ward 3 at Ephitane village under Matatiеле Local Municipality. The Agency intends to appoint a service provider to construct and revitalise the sheep shearing shed, build one (1) toilet and fence the site. The successful service provider shall perform the required services in line with high quality standards and shall follow all the scope of work as well as deliverables indicated in this TOR

## Section 2: Objectives of the Project

### 2.1 Overall objective

The specific objective of the project is to undertake site clearance, revitalize and construction of one sheep shearing shed, building of a toilet and fencing of the site.

## Section 3: Scope & Extent of Work

Bids are invited from suitably qualified professional service providers to prepare and submit proposals to revitalize, deliver and construct one shearing Shed at the below indicated areas:

Municipality	Village	Ward	Size (M <sup>2</sup> )
Matatiеле LM	Ephitane	22	26,270.60 m <sup>2</sup>

The following are the key activities that need to be undertaken by the appointed service provider:

- Conduct a site clearing (cut the trees and remove the stumps as well as all obstacles from the ground such as stones, remove damaged infrastructure such as buildings within the site).
- Revitalising of buildings and deforestation.
- Demolishing of one side wall and rebuilding
- Supply, deliver, and erect galvanised fencing and installation of galvanised gate for the designated area.
- Construct 1 standard toilet including necessary with steel windows and wooden door
- To quantify and verify size of the land in the identified areas using any relevant tool or device that will deliver accurate size of the space to be fenced and identification of pegs and coordinates (Perimeters, Kilometres and Hectares)

- To refurbish the required infrastructure as per specification. Work shall be approved by ANDA staff, prior to construction
- It will be the responsibility of the appointed service provider to undertake full time site supervision and quality assurance of all work undertaken by the appointed contractors.
- The appointed service provider will also have responsibility for ensuring compliance with building norms and standards
- The appointed service provider must ensure compliance with Occupational Health and Safety
- Service provider will be responsible for the handing over of site to the client upon completion.
- The risk of loss by theft, fire, storm, riots or any other risk related to materials therein shall rest entirely with the bidder immediately after the handover of the site. The bidder must take steps as may be deemed necessary or fit for the protection against the stated risks.

**Table 3.1 SPECIFICATION OF FENCING AND BUILDING MATERIAL REQUIRED WHICH SHOULD BE SOUTH AFRICAN BUREAU STANDARDS APPROVED**

NO	DESCRIPTION	UNIT	QTY	UNIT AMOUNT	TOTAL AMOUNT
1.	<b>QUOTATION FOR MATERIAL</b> (1.) Corrugated Iron (2.) Rafter (3.) Purlines (4.) Doors & Frames (5.) 2 Doors & Frames (1,6m Width) (6.) double door (7.) 20 kg 4 Inch Wire Nails (8.) 20 kg 5 Inch Wire Nails (9.) 10 kg Screwing Nails (10.) 16m Gutters (11.) 16 m Facia Board (12.) 1610 mm x 1m Window Frames x 3 (13.) 1020 mm x 920 mm Window frames x1 (14.) 1050 mm x 920 mm x 1 (15.) Window Glasses 450mm x 300mm x 40 (16.) Toilet 2 Roomed 2m x 3m (17.) Brick force 9 inch (18.) Ridgen 4m (19.) Black cement (20.) Building Blocks (21.) 75-100 mm x 2400 mm long treated gum poles (22.) Holes for pole = 400 mm x 400 mm x 600 m (23.) Poles for fence = 60 (24.) Corner poles for straining posts = 13 (25.) 6 strands for galvanized barbed wire for 220 m mesh wire (26.) Fence 50 x 100 x 2.5 mm x 1800 mm high = 8 roles (27.) Single pedestrian gate size = 900 mm x 1800 mm high (28.) Vehicle gate size 3000 mm x 1800 mm high galvanised	6m 6m 6m 1,6 m			
4.	<b>SUMMARY</b>				
	<b>SUB TOTAL A</b>				
	Delivery Cost				

<b>SUB TOTAL -B</b>		
Add 10% Retention		
<b>SUB TOTAL C</b>		
VAT @ 15%		
<b>BID TOTAL PRICE</b>		

NB: Tenderers are advised to visit the site before tendering in order to satisfy themselves as to the nature and extent of the work. No claims will be entertained as a result of the tenderer having failed to comply with the above conditions. The description of the items are given as a guide to assist bidders in tendering, but are not necessarily accurate or complete. Bidders must verify the items by personally inspecting the site

#### **Section 4: Duration**

The project time frame will be 5 (five) months from the date of appointment of the service provider.

#### **Section 5: Key Deliverables**

The key project output is the Supply, Delivery and Refurbish of Sheep Shearing Shed, building 1 toilet and Fencing at Matatiele Local Municipality at Ephfane Village in Ward 22. The duly appointed service provider therefore will have onus to supply and deliver the stock fencing material which is South African Bureau Standards approved

The duly appointed service provider therefore will have onus to supply and deliver the stock fencing material which is South African Bureau Standards approved. Furthermore, a service provider is required to compile and submit progress reports on the following:

- Site clearing,
- Deforestation and revitalization of buildings
- Building of 1 standard toilet
- The erection of fencing and gate installation

#### **Section 6: Appointed Service Provider**

The successful bidder should refurbish the required infrastructure as per specification. Work shall be approved by ANDA staff, prior to construction.

#### **Section 7: Project Management**

As per project management perspective, should the appointed service provider fail to deliver on any activity, the commissioned service provider will be penalized and according the terms and conditions stipulated in the Service Legal Agreement to be signed by both parties (ANDA and the appointed service provider).

The project is to be coordinated and managed by Alfred Nzo Development Agency Team and Project Steering Committee (PSC). The service provider have to submit an invoice accompanied by the progress report of work claimed to be conducted prior , verification will be done prior to the processing of payment.

### **Section 8: Reporting Mechanisms**

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.

### **Section 9: Selection and Evaluation Criteria**

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPFPA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

**Prequalification:** Only bids of bidders adhering to the minimum CIBD grading designation, and whose CIBD registration is active will be considered.

**The bid will be evaluated in two stages, namely:**

- **Stage 1 - Capacity to Execute Work**
- **Stage 2 - Price and Preference Goal system (Goal 3)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows:-

ITEM	Weight
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
<b>Capacity and Expertise</b>	<b>70</b>
<b>Previous Experience</b>	<b>30</b>

STAGE 2 OF EVALUATION – PRICE AND PREFERENCE GOAL SYSTEM (GOAL 3)		100
Price		80
<b>SPECIFIC GOALS</b>		20
<b>ITEM</b>		<b>WEIG</b>
<b>CAPACITY TO EXECUTE WORK</b>		<b>70</b>
<ul style="list-style-type: none"> <li>• Submission of Implementation Plan with methodology(Project team, Quote, timeframe, Waste Management Plan</li> <li>• Attached Proof of ownership or lease of TLB and Tipper truck</li> <li>• CIDB contractor grading designation of 1SQ and 1GB or higher</li> </ul>		20 30 20
<b>PREVIOUS EXPERIENCE</b>		<b>30</b>
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of a minimum of 03 fencing/building Projects to the value of R50 000.00 or Above</li> <li>• Traceable record for successful completion of a minimum of 02 fencing/building Projects to the value of R50 000.00 or Above</li> <li>• Traceable record for successful completion of a minimum of 01 fencing/building Projects to the value of R50 000.00 or Above</li> </ul> <p><i>NB: If 2 projects were done, 2 Reference letters must be completed and attached</i></p> <p><i>An appointment letter must be accompanied by a completion certificate</i></p> <p><i>Bidders need to score 70% or more to proceed to the following evaluation stage.</i></p>		30 20 10
<b><u>STAGE : PRICE &amp; PREFERENCE POINTS</u></b>		
Price		80
<b>Preferential Goal 3- COMBINATION OF ANY GOALS</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, detailed CSD	10
Promotion of enterprises located in rural areas (within the district of Alfred Nzo)	Proof of residence or Lease agreement	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID	5
<b>TOTAL WEIGHT</b>		<b>20</b>

### Section 10: MINIMUM COMPLIANCE REQUIREMENTS

In order to complete the project successfully and ensure quality in the output. The following minimum submissions and competencies will be required from service provider(s) submitting bids.

- Clear financial breakdown of a proposed cost / commercial offer in line with detailed scope of work.
- Submit clear proposal that should detail the methodology or implementation plan of the project including project activities and budget allocated thereto and depicts time frame for each activity where the overall project duration will be for a period not more than 3 months. Proposal must include a site waste management plan for the removal of the remains from the site.
- The company must have previously undertaken a fencing related project(s) (Reference letters must be attached for each job completed)
- Company profile with traceable references must be attached
- Team Leader with South African Qualification Association (SAQA) accredited NQF Level 3 qualification or Matric ( Attach CVs and qualification)
- Submit company registration certificate and a valid SARS pin number confirmation certificate
- All bidders should complete MBD 1, MBD 4, MBD 6.1, MBD 8, MBD9
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors 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.
- Copies of Director's ID Documents must be certified with a certification that is not older than 3 months.
- Joint Venture agreement should be in JV agreement format
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa (**Attach CSD Report**).
- All bidders must have a minimum CIDB contractor grading designation of 1SQ and 1GB or higher (Attach CIDB registration certificate)
- The bidder must own or lease TLB and Tipper truck (Proof of ownership or lease be attached )

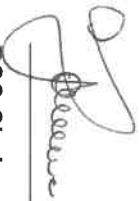
### **Section 11: Submission of Bids**

Proposals must be placed in a sealed envelope and clearly marked: "PROJECT PROPOSAL - REFURBISHMENT, BUILDING OF 1 TOILET AND FENCING OF EPHIFANE SHEEP SHEARING SHED" and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the 30 SEPTEMBER 2024



For any queries regarding this tender, please contact Mr. NC. Cengimbo at telephone number 039 492 0011/071 075 9612. Cengimbon@anda.org.za during office hours.

**Approved/Not Approved**



**BSC Chairperson**

**Comments by Chairperson:**

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**AUTHORISED BY:**



**MS N. MALOI**

**ACTING CHIEF EXECUTIVE OFFICER**