



**TERMS OF REFERENCE FOR SUPPLY AND DELIVERY OF SEWING MATERIAL**

**Issued and prepared by:**

**Alfred Nzo Development Agency**

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## 1. INTRODUCTION

The ANDA invites Service Provider to Supply and deliver the sewing material for practical phase of the sewing project.

## 2. PURPOSE

The purpose of this project is to appoint a service provider to supply and deliver the sewing material to be used for practical work by the learners who are undergoing a training on the sewing and manufacturing programme that is currently underway at Thaba-Chicha Site.

## 3. BACKGROUND

Alfred Nzo Development Agency (ANDA) in partnership with Service SETA is currently implementing learnership programme for Sewing and Manufacturing Processes. The programme has started with the theory phase and second phase is that of the practicals. The project is implemented at Thaba Chicha in Matatiele.

## 4. SCOPE OF WORK

The purpose of this project is to supply and deliver the sewing material for practicals for learners as the bill of quantity.

## 5. BILL OF QUANTITIES

ITEM	DISCRPTION	QUANTITY
1. Rolls Minimat	Navy and Green(50m)	4
2. Zip for dress	45cm	21
3. Zip for skirts	30 cm	21
4. Zip for jackets	60 cm	21
5. Buttons	2 holes, flat)	81
6. Roll Barcelona	Blue (50 metres)	4
7. Barcelona	White (1.5Mitres)	2
8. Rope (White/cream white)	for pants and jackets	48m
9. Roll of Lining	For tracksuits	100 mitres
10. Big cotton	<ul style="list-style-type: none"><li>• Navy x9</li><li>• Green x 9</li></ul>	56 rolls

	• Blue x10	
11. Big Elastic 2cm wide	For tracksuits	4 rolls

#### 6. OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The key project is to supply and deliver the sewing material as per specification.

#### 7. EVALUATION CRITERIA

#### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPFA) POINTS WILL BE AWARDED AS FOLLOWS

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

CRITERIA	WEIGHT
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	
• Previous Experience	100
<b>STAGE 2 OF EVALUATION: PRICE AND PREFERENTIAL POINTS</b>	<b>100</b>
Price	80
GOAL 3	20
<b>TOTAL</b>	<b>100</b>

Breakdown for functionality

PREVIOUS COMPANY EXPERIENCE	WEIGHING
4 x traceable records of supply and delivery of good and services	100
3 x traceable records of supply and delivery of good and services	75
2 x traceable records of supply and delivery of good and services	50
1 x traceable records of supply and of good and services	25
Maximum weighting	100

Note Compulsory attachments for verifying work done:

- A traceable record will be evaluated based on:
  - A reference letter/letters specifying the contract amount for each project completed (1 reference letter per project completed)
  - For construction related projects, completion certificate for each project completed.

#### **PREFERENTIAL POINTS ALLOCATION**

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachments to claim maximum points	Criteria Points
Business owned more than 50% by	CIPC certificate, Certified ID, detailed CSD	5

Priority population group (Black/Indian etc)		
Business owned more than 50% by Woman	CI/PC certificate, Certified ID, detailed CSD	5
Business owned more than 50% by Youth	CI/PC certificate, Certified ID, detailed CSD	10
<b>TOTAL WEIGHT</b>		<b>20</b>

**8. SUBMISSION OF BIDS**

Bid must be placed in a sealed envelope and clearly marked: **"SUPPLY AND DELIVERY OF SEWING MATERIAL"** and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the \_\_\_\_\_. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin.

For any queries regarding this tender, please contact Mr PG Hoffman at telephone number 071 865 6716 during office hours.

**Approved/Not Approved-**



BSC Chairperson

Comments by Chairperson:

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**AUTHORISED BY:**



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