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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/00095/30

15 JANUARY 2025

ADVERT: THE APPOINTMENT OF A SOCIAL FACILITATOR FOR EMFUNDISWENI SKILLS DEVELOPMENT PROJECT

BID NO: ANDA 17/2024/2025

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 quotations from suitably qualified service providers to submit proposals for provision of the Social Facilitation in the community of Emfundisweni.

Notes to Prospective Bidders/compulsory submissions

- All bidders must 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. Copies of all documents must be certified originals (not copy of a copy)
- 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. Bidders whose accounts are in arrears for more than three months will be disqualified.
- If the company or its directors do not pay rates nor services, submit both an affidavit confirming this and proof of residence from ward councillor. If you submit one, you will be disqualified.
- A signed lease agreement will be accepted for bidders that do not own property and not liable for rates and services
- Joint Venture agreement (where applicable)
- Ethics commitment form should be attached
- Company profile with traceable references should be attached
- All bidders are required to submit MBD forms 1, 4, 6.1, 8 and 9 forms 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.
- Bids received after the published closing date will not be considered and will not be opened

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.

| ITEM | Weight |
|----------------------------------------------------------------------------|------------|
| STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK | 100 |
| <ul style="list-style-type: none"> • Previous Experience | 40 |
| <ul style="list-style-type: none"> • Capacity and Expertise | 60 |
| STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS | 100 |
| Goal 3 | 20 |
| Price | 80 |

| PREVIOUS COMPANY EXPERIENCE | WEIGHT |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Traceable records for successful completion of 4 Social Facilitation projects | 40 |
| Traceable records for successful completion of 3 Social Facilitation projects | 30 |
| Traceable records for successful completion of 2 Social Facilitation projects | 20 |
| Traceable records for successful completion of 1 Social Facilitation project | 10 |
| Maximum weighting Note Compulsory attachments for verifying work done: <ol style="list-style-type: none"> 1. A traceable record will be evaluated based on: <ol style="list-style-type: none"> 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. | 40 |
| CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT | WEIGHT |
| A Project Team with the following areas of expertise | |
| <ul style="list-style-type: none"> • Team leader with South African Qualification Association (SAQA) accredited NQF Level 7 qualification in Community Development Studies/Business Management/Public Relations (Attach CVs and certified proof of qualifications). | 20 |
| <ul style="list-style-type: none"> • A minimum of 2 members of the project team with at least a National Diploma (NQF Level 6) in Community Development Studies/Business Management/Public Relations (Attach CVs and certified proof of qualifications). | 20 |
| NB: Attach CVs and certified copies with a certification not older than 3 months for all IDs & qualifications | |

| | |
|--------------------------------------------------------------------------------------------------------|-----------|
| Comprehensive proposal with implementation plan, project team, activities, time frames and methodology | 20 |
| Total Maximum Weighting | 60 |

| SPECIFIC GOAL 3: COMBINATION OF ANY GOALS | Attachment to claim maximum points | Criteria Points |
|--------------------------------------------------------------------------------|----------------------------------------------|------------------------|
| 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 |
| TOTAL WEIGHT | | 20 |

SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 17/2024/2025 THE APPOINTMENT OF A SOCIAL FACILITATOR FOR EMFUNDISWENI**. 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 **17 FEBRUARY 2025**. 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.

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 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 LED Manager: Mr. S. Tshonga 039 492 0011 / 07060 551 6068 or email: tshongas@anda.org.za and SCM related enquiries should be directed to SCM Practitioner: Ms. M. Makhatha on 0394920011 / 071 075 9437 or email: makhatham@anda.org.za



Mrs. N. Boti
Acting Chief Executive Officer