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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

27 JANUARY 2025

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION AND INSTALLATION OF STEEL FILE CABINETS

BID NO: ANDA 20/2024/2025

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 bids from suitably qualified service providers to submit proposals for the supply and installation of steel storage cabinets for filing.

Notes to Prospective Bidders/ 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 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. 8

ITEM	Weight
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	100
Previous Experience	60
Capacity and Expertise	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
Goal 3	20
Price	80

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 03 or more Cabinet installation or similar projects	60
Traceable record for successful completion of a minimum of 02 or more Cabinet installation or similar projects	40
Traceable record for successful completion of a minimum of 01 or more Cabinet installation or similar projects	20
Maximum Weighting	60
Note COMPULSORY attachments for verifying work done:	
1. A traceable record will be evaluated on the basis of a reference letter, which must be on the letterhead of the referring institution, for each project completed.	
2. A purchase order must be accompanied by a completion certificate	
Capacity and Expertise to Undertake the Project	Weighting [40]
A Project Team with the following areas of expertise:	
Team member with a minimum of NQF Level 4 qualification.	20
Team member with at least a carpentry certificate	20
NB: Attach certified copies not older than 3 months for all certificates, qualifications and	

Curriculum Vitae - CV		
Total Maximum Weighting		100
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 20/2024/2025 INSTALLATION OF STORAGE CABINETS**. 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 **06 FEBRUARY 2025**. The submissions will NOT 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

To receive copies of MBD forms via email kindly send an email to makhatham@anda.org.za or call 071 075 9437 Alternatively, the forms will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Project related enquiries should be directed to Ms. Mondliswa Mhlembana 039 492 0011 / 078 421 8743 or email: mhlembanam@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: sompao@anda.org.za



Mrs. N. Boti
Acting Chief Executive Officer