

Physical Address
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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2005/00495330

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MAINTENANCE AND
REPAIRS AT ANDA FOR A PERIOD OF THREE YEARS**

Issued and prepared by:

Alfred Nzo Development Agency

Acting Chief Executive Officer: Ms. N.Boti

Contact Person: Ms. M.Mhlembana

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo Development Agency is inviting proposals from qualified service providers (the "Contractor") to provide repair and maintenance support services at Alfred Nzo Development Agency. The Services will be provided for an initial period of three years.

2. OFFICE SET UP

Alfred Nzo Development Agency is currently located at Umzimvubu Goat Complex Hospital Road Mount Ayliff, occupying 12 offices, two meeting rooms. Five toilets, kitchen and 3 passages. There are a total of 11 air-conditioners across the building, 1 water tank and 1 pump outside the office.

3. OBJECTIVES

Alfred Nzo Development Agency (ANDA) hereby invites reputable service providers who have extensive experience in providing plumbing, electrical, carpentry and locksmith services to ANDA for a period of thirty-six (36) months as and when required. ANDA will appoint a panel of service providers for each of

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the services required that will undertake work on a rotational basis for a period of Thirty-Six (36) months as and when required.

4. SCOPE & EXTENT OF WORK THE SCOPE OF THE MAINTENANCE SUPPORT

ANDA invites reputable service providers who have extensive experience in providing facilities maintenance services for the following services:

Bidders should indicate by a tick () on the table below for services they are bidding for:

SERVICES REQUIRED	TERM	ABLE TO PROVIDE (<input type="checkbox"/>)
Plumber Services	36 Months	
Electrical Services	36 Months	
Carpentry Services	36 Months	
HVAC (Heating, Ventilation and Air Conditioning)	36 Months	
Fire detection equipment	36 Months	

The facilities maintenance services requirements are outlined in more detail below. The successful bidder will be required to provide ANDA with the following services:

Detailed technical specifications:

The service provider should be able to provide the following required services:

- Plumbing services
- Electrical services
- Carpentry services

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- Locksmith services
- HVAC (Heating, ventilation and air conditioning)

Plumbing Requirements:

Scope of work for plumbing services

The scope of works will cover repairs, and maintenance as required, but not limited to the following plumbing related works as noted below.

Access ways:

- Sanitary hardware and fittings
- Sewer Networks

Water Networks Plumbing related building works internal structures:

- Piping
- Geyser
- Wall tiles or Floor tiles
- Ceiling

Walls Plumbing related building works internal structures:

- Supply and Install Sanitary Hardware
- Supply and Install Sanitary Fittings

Network Infrastructure:

- Sewer network facilities
- Water network facilities

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The preferred solution shall address the issues of capacity and staff shortages by introducing a contractor that will be allocated at ANDA to achieve the acceptable business turnaround time in response to emergency repairs and unplanned maintenance.

- The service provider shall respond to call outs within 24 hours of which emergencies must be attended to within 8 hours.
- The appointed service provider shall follow all statutory provisions and safety rules for carrying out this work including but not limited to SANS and the OHS Act, no 85 of 1993.
- Any costs/damages incurred by ANDA because of gross negligence or poor workmanship, the service provider will be held liable for such costs.

Electrical Services

Scope of work for Electrical work

- Schedule and undertake periodic maintenance on all electrical equipment, components, and installations.
- Provide prompt response to inquiries whenever there is a breakdown and resolve the issue as quickly as possible.
- Ensure that equipment is in good working order to prevent disruption of activities.
- Installation of fresh electrical components and fittings when necessary
- Recommend replacement for old or faulty electrical components or fittings to the management.
- Perform energy audit.
- Help the organization to reduce energy costs.
- Fix and maintain lighting fixtures and fittings.

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- Troubleshoot machine breakdowns and provide preventive maintenance services.
- Take steps to prevent fire outbreaks by making appropriate recommendations to management.

Carpentry Requirements:

Scope of work for Carpentry Maintenance work:

Includes tasks such as: refurbishment, fit out and de-fit out projects, repairs to building facades and interiors, painting, patching, replacing doors and door locks, repairs to office desks, tables, cabinets etc. and related ad-hoc maintenance duties. Installing wooden structures such as roofing frames, rafters, partitions, joists, and stud work

- Repairing and installing cabinets, shelving, fitted furniture, drywall and insulation.
- Adding fixtures and fittings such as door handles, locks, hinges, and closures
- Selecting lumber by size and strength to suit each job, sourcing wood to suit the customer's budget and style.
- Calculating the number of fasteners required for each job.
- Liaising with clients, suppliers, and other construction professionals
- Reading blueprints and designs to work to specifications prepared by other construction professionals, architects and building code recommendations.
- To alert and advise the Facilities Manager in writing of any repairs and replacement required to existing infrastructure deemed necessary.
- No repairs or maintenance work shall be undertaken without permission from ANDA.
- Replacement of cupboards, ironmongery, ceilings, partitioning etc.

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- Any other related Carpentry and Maintenance Repair Services

Locksmith Services Requirements:

The services of locksmith are required in case of emergency, replacement of faulty locks, opening of locks, removing/opening of strong safes (where required).

- Cutting of spare keys or upgrading of the current locking system is required.
- All locks shall always be of good quality and SABS approved.
- Any other related locksmith services

5. COMPLIANCE REQUIREMENTS

Note to Prospective Bidders: Compulsory submissions

- All bids submitted should remain valid for 90 days after the bid closing date.
- Valid SARS number confirmation certificate to be included.
- 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 ID documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. The bidders' attention is drawn to Form MBD6.1.
- Company profile with traceable references.
- Joint Venture agreement should be in JV agreement format.

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- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
- Bids received after the published closing date will not be considered and will not be opened.
- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.
- All prospective service providers of goods and services and infrastructure procurement are to be registered on the Central Database to do business with all organs of state in the Republic of South Africa (Attach CSD Report).
- It must be noted that in respect of a consortium each member of the consortium must submit the same requirements as outlined in this section.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

6. PROJECT TIME FRAME

The project time frame will be three years from the date of appointment of the service provider.

7. EVALUATION CRITERIA

Evaluation criteria of the tenders.

The bids will be evaluated in stages, namely:

- Stage 1- Capacity to execute work.

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

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ITEM	Weight
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	100
• Previous Experience	30
• Capacity and Expertise	70

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 03 projects of Maintenance and repairs	30
Traceable record for successful completion of a minimum of 02 projects of Maintenance and repairs	20
Traceable record for successful completion of a minimum of 01 project of Maintenance and repairs	10
Maximum Weighting	60
Note COMPULSORY attachments for verifying work done:	
<p>2. 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.</p> <p>An appointment letter or purchase order must be accompanied by a completion certificate.</p>	
Capacity and Expertise to Undertake the Project	Weighting
	[40]
A Project Team with the following areas of expertise:	
Team member with a minimum qualification of NQF Level 6 in related	30

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industry (e.g plumbing, electrical engineering etc.)	
Industry related trade certificate	30
Team member with NQF level 4/Matric	20
Maximum Weighting	70
NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae - CV	
Total Maximum Weighting	70

SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Supply and Installation of Storage Cabinets" 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 Ms. M. Mhlembana for project related queries at mhlembanam@anda.org.za or (078) 421 8743/039 492 0011 during office hours.

Supply Chain Management related queries, contact Ms M. Makhatha at makhatham@anda.org.za or 071 075 9437 or 039-254-5134 during office hours.

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APPROVED/NOT APPROVED

A handwritten signature in black ink, appearing to be "S. Jijana", is written over a solid horizontal line.

MS S. JIJANA

BSC CHAIRPERSON

Comments by Chairperson:

AUTHORISED BY:

A handwritten signature in black ink, appearing to be "N. Boti", is written over a solid horizontal line.

MS N. BOTI

ACTING CHIEF EXECUTIVE OFFICER