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Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2006/009093/30

## TERMS OF REFERENCE

FOR

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

**Issued and prepared by:**

**Alfred Nzo Development Agency**

**Acting Chief Executive Officer: Ms. N. Maloi**

**Contact Person: Ms. M.Mhlelembana**

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## 1. BACKGROUND AND OVERVIEW OF THE PROJECT

### 1.1 INTRODUCTION

Records management is fundamental for good governance effective and efficient administration, it forms the basis of formulating policy, managing resources and delivery services to the public.

Records management also provides a basis for accountability and protecting the rights of individual.

Governmental bodies should recognize their responsibility to the public by implementing and maintaining records management practices. To ensure that records management receives the attention it deserves, it should be a strategic objective in the governmental body's strategic and business plans.

### 1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

- The aim of the project is to appoint a qualified service provider for supply, delivery, and installation of steel storage cabinets.
- To ensure that information is accessible, secure, and compliant with legal and regulatory requirement.
- To provide security features.
- To ensure the efficient and effective management of an organisation records
- To provide easy access of information when needed
- To protect records from loss or damage and to comply with legal and regulatory requirements.

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## 2. SCOPE & EXTENT OF WORK

Bids are invited from suitably qualified professional service providers to prepare and submit proposals for the supply, delivery and installation of steel cabinets and counter for ANDA records management office.

The following gives a high-level indication of activities to be undertaken by the Service Provider:

- Supply and delivery of material for steel cabinets and counter
- Installation of steel filing cabinets as per specification.
- Partitioning of a wall
- Installation of 1x door burglar guard and 2x window burglar guards

## 3. PROJECT TIME FRAME

The project time frame will be one month from the date of appointment of the service provider.

## 4. KEY OUTPUTS/PROJECT MILE STONES /DELIVERABLES

- Steel storage cabinets installed as per specification.
- 1x door burglar guard and 2x window burglar guards supplied and installed
- Partitioned wall

## 5. SPECIFICATION

SPECIFICATION FOR SUPPLY, DELIVERY, AND INSTALLATION OF STEEL STORAGE CABINETS

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Number	Description	Quantity
1.	<b><u>STEEL SHELVES:</u></b> 250m Height x 300 (breadth) the shelves must have 2 doors, 2 hinges per door with a lock in the middle.	12
2.	<b><u>DOOR BURGLAR GUARDS</u></b> 240m length x 8m breath also must be lockable	1
3.	<b><u>WINDOW BURGLAR GUARD</u></b> 150m length x 100m breadth	2

## 6. 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.
- Attach MBDs 4, 6.1, 8 and 9.

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.

## EVALUATION CRITERIA

Evaluation criteria of the tenders:

**The bids 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
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	<b>100</b>
• Previous Experience	60

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• Capacity and Expertise	40
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
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
<b>Maximum Weighting</b>	<b>60</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. A Purchase order must be accompanied by a completion certificate.</li> </ol>	
Capacity and Expertise to Undertake the Project	Weighting
<b>A Project Team with the following areas of expertise:</b>	
Team member with a minimum of NQF Level 4 qualification.	20
Team member with at least a carpentry certificate	20
<b>Maximum Weighting</b>	<b>40</b>
<b>NB: Attach certified copies not older than 3 months for all certificates, qualifications, and Curriculum Vitae - CV</b>	

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<b>SPECIFIC GOAL 3: COMBINATION OF ANY GOALS</b>	<b>Attachment to claim maximum points</b>	<b>Criteria Points</b>
Priority population groups	Attach CK and Certified IDs of directors, percentage of equity held must be 51% or more	10
Women	Certified IDs of directors, percentage of equity held must be 51% or more	5
Youth	Certified IDs of directors, percentage of equity held must be 51% or more	5
<b>TOTAL WEIGHT</b>	<b>Attachment to claim maximum points</b>	<b>20</b>

## 7. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency.

A Project manager of ANDA with relevant officials will oversee project implementation to its conclusion. The ongoing plans and progress reports from the service provider will have to be submitted to the project manager where a process of verification will take place prior to the delivery and approval of invoices submitted by service provider.

## 8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "PROVISION AND INSTALLATION OF STEEL FILE CABINETS" and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the 15 APRIL 2025.



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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](mailto: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](mailto: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 read 'M. Makhatha', is written over a horizontal line.

**BSC CHAIRPERSON**

**Comments by Chairperson:**

**AUTHORISED BY:**

A handwritten signature in black ink, appearing to read 'N. Maloi', is written over a horizontal line.

**MS N. MALOI**

**ACTING CHIEF EXECUTIVE OFFICER**