

O.R.TAMBO DISTRICT MUNICIPALITY



TERMS OF REFERENCE FOR THE O.R. TAMBO DM FOR PROCUREMENT OF OFFICE STEEL CONTAINERS

1. Request for Proposal (RFP)

The OR Tambo District Municipality seeks the services of a company to provide steel office containers for 12 projects and be delivered to different towns and villages within the district.

3. Scope of Work / Specification

- Provision of 12 different colour painted Steel Office Containers to different sites as Production Centres for Crafters, stipulated below with the following specifications. The Office Container must have 1 lockable exterior burglar door and two windows with exterior burglar proofs. **See the layout design on the last page.**

Project Name	Location	Town	Size	Quantity
All you Need Sewing & Beadwork	Nomlacu Village	Bizana	6m x 3m	1
Zizamele Leatherworks	Nomlacu Village	Bizana	6m x 3m	1
Sithela Sewing & Beadwork	Dudumeni Village	Bizana	6m x 3m	1
Laphum' ilanga Sewing & Beadwork	Skitini Village	Flagstaff	6m x 3m	1
Kwa Mpondo Crafts Beadwork	Noqhekwana Village	PSJ	6m x 3m	1
PSJ Shell Art	Gomolo Village	PSJ	12m x 3m	1
Vukani MaMpondo Sewing & Beadwork	Libode Town Central	Libode	6m x 3m	1
Libode Crafts Sewing & Beadwork	Libode Town Central	Libode	6m x 3m	1
Makukhanye Sewing & Beadwork	Ntibane Village	Ngqeleni	6m x 3m	1

Masizakhe Ma Africa Sewing & Beadwork	Zimbane Village	Mthatha	6m x 3m	1
Bumbane Sewing & Beadwork	Thyalara Village	Mthatha	6m x 3m	1
Tsolo Sewing & Beadwork	Tsolo Town Central	Tsolo	6m x 3m	1
Total	= 12			

4. GENERAL INFORMATION REGARDING SUBMISSIONS

- 4.1 The costs of preparing any proposal and for negotiating and entering into a contract are not reimbursable.
- 4.2 Service provider may request a clarification of any of the RFP documents up to 2 working days before the closing date and time for proposals. Any request for clarification tenderes must contact must contact the contact person
- 4.3 Service Providers are requested to submit proposal in sealed envelopes as described below. Should a service provider make use of couriers for submitting proposal, the responsibility to get the tender to tender box lies solely with the courier.
- 4.4 In preparing the proposal, service providers are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal
- 4.5 Whilst preparing the proposal, a service provider must give particular attention to the following:
- If a firm considers that it does not have all the capacity to undertake the project, it may obtain any additional capacity by associating with individual consultant(s) and/or other firms or entities in a consortium, joint venture relationship, or sub consultancy, as appropriate.
- 4.6 The proposal should include all costs associated with executing the project, including reimbursable such as subsistence, services and equipment, insurance. The proposal shall include all taxes. It shall be quoted with costs exclusive of VAT and with VAT, where applicable, shown separately.
- 4.7. Proposal must remain valid for 90 days after the submission date.
- The Municipality will make its best effort to complete negotiations within this period. If the proposal validity period is extended, the service providers have the right not to maintain their proposals.
- 4.8 The original and two copies of the proposal shall be placed in a sealed envelope clearly marked **“ORTDM SCMU ...PROVISISON OF 12 STEEL OFFICE CONTAINERS”**.

Envelopes shall be deposited in the Council's Tender Box, which is located at the following address:

**O.R. Tambo House
Nelson Mandela Drive
Mthatha
Or post to:
THE TENDER BOX
O. R. Tambo District Municipality
Private Bag X6043
Mthatha
5100**

Tender evaluation criteria

5.1 Tenders will be evaluated on the following functionality, price and preferential procurement guidelines.

Each quotation statement must be in English. Faxed quotations will not be accepted. Quotations may be delivered by hand, by courier, or posted to the tender box at the Applicant's risk and must be received by the deadline specified below, irrespective of how they are sent or delivered.

1.12.1 The completed quotation must be delivered at the submission address on

17 December 2010 at 12H00

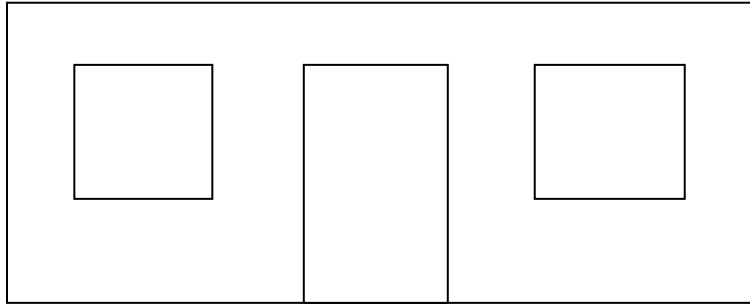
Note that any quotations received after the closing time for submission of quotations shall be returned unopened.

Quotations will be opened in public at the Municipal offices, 1 hr after the set closing date and time.

1.13 All inquiries concerning this RFP should be addressed to:

**The Municipal Manager,
O. R. Tambo District Municipality
Private Bag X6043
Mthatha
5100
OR
Max Mpalala
047 501 6433
maxwellm@ortambodm.org.za**

Front View of 6mx3m Container



12mx6m Front View Container

