



SOC Ltd

TERMS OF REFERENCES

For

KFPM MEAT MARKET

NTINGA O.R. TAMBO DEVELOPMENT AGENCY SOC Ltd

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1. NTINGA O.R TAMBO DEVELOPMENT AGENCY BACKGROUND

Ntinga O.R Tambo Development Agency SOC Ltd is a municipal entity of the O.R. Tambo District Municipality, registered as a State Owned Company. The mandate of the Agency is promotion and facilitation of socio-economic development of our region.

The **mandate** bestowed upon Ntinga by the parent municipality, O.R. Tambo District Municipality (ORTDM), is: To perform activities which falls within the functions and powers of district municipalities as contemplated in Section 84(1) of the Municipal Structures Act, 1998 (Act 117 of 1998), in particular Section 84 (1), which are:

- Integrated Development Planning;
- Potable Water Supply Systems;
- Domestic and Industrial Waste-water and Sewage Disposal Systems;
- Fresh Produce Markets and Abattoirs;
- Local Tourism Promotion;
- Municipal Public Works;
- Taxes, Levies and Duties; and
- Discretionary Activities.

This new Ntinga mandate is derived from various relevant pieces of legislation and is meant to make Ntinga more effective and able to add value to the Parent Municipality.

Our vision:

“Vibrant and Sustainable Communities”

Our mission:

Ntinga Shall Attain its Vision Through:

“Being a catalyst for innovation in promoting socio-economic development and sustainable services to communities, through strategic partnerships and new investments”.

2. PROJECT BACKGROUND

Ntinga Board of Directors have approved the establishment of a meat market facility at Kei Fresh Produce Market to support its organizational strategy. The other objective is to achieve its vision of promoting vibrant and sustainable communities and its mission to promote socio-economic development and sustainable services to communities. This initiative is being implemented within the legislative framework as regulated by the Meat Safety Act, no. 40 of 2000 from the National Department of Agriculture, Rural Development and Land Reform.

3. SCOPE OF WORK

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires the service provider to provide professional and accurate estimates of building the meat market facility including individual cost of material to be used during construction.

The service provider must therefore:

- Prepare a detailed bill of quantities (including all sums payable/insurances and or penalties for the successful completion of the meat market) for approval and sign off by the Agency.
- Attend at a minimum one specification committee meeting should a need for clarity be required when the Agency is finalizing the bidding document for contractors.
- Supply the Agency all the required documents for the completion of the bid document.
- Manage on behalf of the Agency any changes to be affected by the contractor that may result in expense or loss to the Agency. And mitigate such losses.
- Receive on behalf of the Agency all notifications from the contractor/s of any physical damage or any physical loss to the project.
- Issue contract instructions regarding the project within a reasonable period as to keep to the project schedule.
- Receive and sign off on the bid document of the winning contract the accepted bid price or a negotiated amount.
- Determine all securities that the Agency must put in place to insure timely execution of the project.
- Detailed bill of quantities from the appointed service provider within 5 days of the appointed service providers signed acceptance.
- Prepare payment certificates/schedules for the main contractor and any subcontractors.
- Assist the Agency in finalization of the signed performance contract with the appointed service provider.
- The principal agent must be present at the commencement of the construction project when the site is handed over to the contractor.
- Manage all subcontracting on site within the confines of the project plan and within the preset budget of the project.
- Inspect the works from time to time and give the contractor interpretations and guidance on the standard and state of completion required to achieve practical completion.
- Inform the contractor of the period required for inspection of the works related to the issue of the certificate of practical completion.
- Receive from the contractor of the anticipated date of completion and inspect the works on or before such date.
- Issue a certificate of completion for the contractor and retain a copy for the Agency.
- Issue a works completion list to the contractor within 7 days to the contractor should there be defects such defects must be attended to by the contractor.
- Notify the Agency regularly of all items which are still outstanding within the designated timeframe agreed to by the Agency the Contractor and the Principal Agent.

- Inspect the works immediately after the defects liability period as stated in the contract agreement.
- Determine all penalties for noncompliance or non-completion of tasks. Determined by the relevant formulas and or industry norms and standards.
- Issue a monthly recovery statement to the contractor and the Agency simultaneously with the payment certificate.
- Upon completion of the works the Principal Agency shall act on behalf of the Agency to ensure all project construction related activities are completed according to the contracted amount and within the agreed upon periods.

4. EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

4.1 FUNCTIONALITY

The following functionality will be applicable where only the bidder that scores a minimum of 70 points will be evaluated further for price and preference:

Company Experience

- The company must have at least five (5) years experience in construction/ involvement in similar projects as well as research and should provide proof accompanied by correspondence from contactable referees indicating that such project was executed. **(40 Points)**

Team Leader and Members Experience

- Team Leader must have at least five (5) years experience (Attach CV) and individual team members must have at least three (3) years' experience in field (Attach CV's).
- The CV's of the Team leader and Team members must be attached to the technical proposal as proof. **(20 Points)**

Qualification

- The Team Leader must be registered as a Professional Architect in terms of **South African Council for the Architectural Profession (SACAP)**
- Copies of certified certificates must be attached. Failure to attach copies of certificate/s will lead to forfeiture of functionality points. **(30 Points)**

Project Plan detailing the following must be attached

- Project plan with intermediate and final outputs and identified timeframes/milestones, Proposed Methodology, Management of the project. **(10 Points)**

4.2 Price and Preference

Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.

NB!!! The successful service provider will be required to present their Project Execution Plan.

**NOTE: For Current Ntinga O.R. Tambo Development Agency SOC Ltd
Website Please visit <http://www.ntinga.org.za>**

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