

NKANGALA ECONOMIC DEVELOPMENT AGENCY**APPOINTMENT OF A SERVICE PROVIDER FOR THE MANAGEMENT AND
OPERATIONALIZATION OF THE EMAKHAZENI BRICK MANUFACTURING PLANT FOR
NKANGALA ECONOMIC DEVELOPMENT AGENCY FOR A PERIOD 36 MONTHS (3
YEARS)****SCOPE OF WORK****1. BACKGROUND**

The Nkangala Economic Development Agency (NEDA) seeks to appoint a competent service provider to manage and operationalization the brick manufacturing plant on a commission basis. The appointed service provider will assume full responsibility for the day-to-day management, commercial activities, administration, and compliance of the plant. Payment for these services will be made as a percentage commission on the gross monthly sales revenue generated by the plant.

2. OBJECTIVE

The Nkangala Economic Development Agency (NEDA) is seeking for a suitable service provider to manage the eMakhazeni Brick Manufacturing plant. This includes various aspects of the plant's operations, infrastructure, and related services. The tender will involve managing the day-to-day operations of the brick plant, potentially including aspects like procurement of materials, producing the bricks, securing of clients or customers, marketing and sale of the stocks (bricks), fleet management, managing the finance and staff, infrastructure maintenance, customer service, stakeholder management, revenue generation, securing further investment that are necessary for financial viability and expansion of the business as well as skills transfer.

SCOPE OF WORKS

The scope of works entails the following:

- The Service Provider will be required to provide comprehensive facility management services of the plant and related buildings and assets.
- The Service Provider will be required to provide comprehensive day to day running of the brick plant.

- This is an all-inclusive comprehensive facilities management and operation services that includes property management, management of the staff and employees, procurement of materials, producing the bricks, securing of clients or customers, marketing and sale of the stocks (bricks), fleet management, managing the finance and staff, infrastructure maintenance, customer service, stakeholder management, revenue generation, securing further investment that are necessary for financial viability and expansion of the business.
- The provision and maintenance of equipment and consumable supplies required for carrying out services are a Service Provider obligation.
- The Service Provider shall maintain (this including cleaning service, garden service and other services) and ensure infrastructure complies with all relevant legislation.
- The Service Provider shall be responsible to produce bricks that in compliance with NHBRC and/or SANS specifications: National Home Builders Registration Council and other bodies and institutions that are governing the bricks and other service that related to the brick plant.
- The Service Provider shall ensure safety of the facility (security provision), infrastructure, equipment, personnel etc.
- Skill Transfer, Knowledge Sharing (Transfer knowledge and skills to the client's team members) and Capacity Building (Enhance the client's team members' ability to perform specific tasks)

3. DELIVERABLES OR ROJECT OUTPUT AND OUTCOME

The appointed service provider shall be responsible for the following:

➤ Brick Manufacturing

The service provider will be responsible for the production and packaging of various brick and paving products over. The products include:

- 4" Hollow blocks (390x90x190 mm)
- 6" Hollow blocks (390x140x190 mm)
- 9" Hollow blocks (390x190x190 mm)
- Interlocking pavers (200x100x60/80 mm)
- Bevel pavers (200x100x50 mm)
- Standard bricks

Quality assurance measures must be implemented throughout production, including obtaining compliance certificates as required by relevant standards.

Fuel supply, specifically the supply and delivery of Diesel 50 ppm, will be arranged to support plant operations. Composite pallets for transportation (1100mm x 570mm x 30mm) and delivery logistics (per

kilometer rate) will also be managed as part of the operational inputs. Detailed quantity projections and costs shall be provided for each year of operation.

➤ **Brick Plant or facility Management**

NEDA intends to appoint a management service provider on a commission basis for the full operational oversight of the brick manufacturing plant. This management role includes the following core responsibilities:

- **Staffing:** Recruitment, supervision, and training of plant personnel to ensure efficient production. Preference to be given to locals.
- **Sales:** Development and execution of sales strategies, client engagement, order processing, pricing, and collections.
- **Logistics:** Coordination of product delivery, inventory management, and supply chain support.
- **Stock Control:** Monitoring raw material and finished product inventory to avoid production downtime.
- **Client Interface:** Maintaining strong customer relations and addressing client needs promptly.
- **Reporting:** Submission of detailed monthly performance reports to NEDA, including sales figures, production volumes, client feedback, and compliance status.

The commission-based payment model requires bidders to specify a proposed percentage commission rate on the gross monthly sales generated by the plant. This commission shall cover all management, sales, administrative, and operational oversight costs, excluding direct input costs such as raw materials and fuel, which will be paid separately by NEDA.

➤ **Skill Transfer (Knowledge Sharing and Capacity Building)**

Scope

- **Training Sessions:** Provide comprehensive training sessions on [specific skills or knowledge areas].
- **Mentorship:** Assign experienced personnel to mentor the client's team members.
- **On-the-Job Training:** Provide on-the-job training to ensure practical application of skills.
- **Documentation:** Provide detailed documentation of processes and procedures.

Deliverables

- **Training Plan:** Develop a training plan outlining the scope, duration, and content of training sessions.
- **Training Reports:** Provide regular training reports detailing progress and areas for improvement.
- **Skills Assessment:** Conduct skills assessments to evaluate the client's team members' understanding and application of skills.

4. CONTRACT PERIOD

The duration of this project in thirty-six (36) months after the signing of a contract by the successful service providers.

5. CONFIDENTIALITY OF INFORMATION

The service provider is expected to safeguard the confidential information disclosed pursuant to content shared with the service provider.

6. CONCLUSION

- Any false information given by the service providers, late submission of quotations and not meeting the minimum qualifying requirements will lead to automatic disqualifications of the service providers.
- All conditions and requirements included in the terms of reference shall serve as a contract between the Agency and the successful service provider. Moreover, the appointment letter will also include conditions and requirements in addition to all included herein the terms of reference. Conditions and requirements in both the terms of reference and appointment letter shall remain fixed and binding for the period of the assignment and unless where stated otherwise