



**ALFRED NZO**  
DISTRICT MUNICIPALITY

---

**TERMS OF REFERENCE**

**ALFRED NZO DISTRICT MUNICIPALITY'S MOUNT FRERE AND MOUNT  
AYLIFF WTW PLANT AUDIT**

**2019/20 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**5735**

**Senior Manager: L. MDUTYANA – WATER SERVICES AUTHORITY**

**Contact Person: N CHONCO**

**Tel: 039 254 5069**

**Fax: 039 254 0343**

## TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT .....	2
1.1 INTRODUCTION .....	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT .....	2
1.2.1 Overall objective.....	2
1.2.2 Specific Objectives .....	2
2. SCOPE & extent of work .....	2
3. PROJECT TIME FRAME .....	<b>3Error! Bookmark not defined.</b>
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES .....	<b>Error!</b>
	<b>Bookmark not defined.</b>
5. STAKEHOLDERS CONSULTATION .....	<b>4Error! Bookmark not defined.</b>
6. PROJECT MANAGEMENT .....	<b>4Error! Bookmark not defined.</b>
7. REPORTING MECHANISM .....	<b>5Error! Bookmark not defined.</b>
8. SUBMISSION OF BIDS .....	5
9. EVALUATION CRITERIA .....	5

## **BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

The Directorate of Municipal Manager – Water Services Authority in Alfred Nzo District Municipality (ANDM) is facilitating the plant process audit for Mount Ayliff and Mount Frere WTW. Municipal Systems Act 32 of 2000 emphasizes on the role of the municipality to provide clean and safe environment that will promote sustainable development.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

The objective of this project is to develop a process plant audit for Mount Ayliff and Mount Frere WTW. The audit is in line with the Integrated Development Plan document and is based on the process as required by the Municipal Systems Act, No 32 of 2000, National Water Act, No 36 of 1998, and other relevant legislation and guidelines such as blue drop which is the South African Drinking Water Quality Incentive- based Regulation.

#### **1.2.2 Specific Objectives**

The main objectives of the plan are:

- To ensure safe drinking water through good water supply practices from catchments area to consumer at ANDM.
- To ensure good water supply practices will also assist ANDM to reach the following:
- To prevent contamination of water sources

- To treat water or to reduce or remove contamination that could be present

## **2. SCOPE & EXTENT OF WORK**

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the following:

- Plant performance assessment.
- Detailed design assessment.
- Operational assessment.
- Administration assessment.
- Priority of performance limits factors-guidelines.
- Implementation plan.

## **3. PROJECT TIME FRAME**

The project time frame will be 3 months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019.

## **4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

- Hazard identification report
- Risk assessment report
- Monthly progress reports submitted and presented at Project Steering Committee meetings
- Close out report with appropriate recommendations
- Implementation Plan

## **5. STAKEHOLDERS CONSULTATION**

Through consultation between the appointed service provider and the Alfred Nzo District Municipality, the service provider will provide scientific guidance, while the municipality of Alfred Nzo will be responsible for undertaking the stakeholder consultations where necessary. This therefore means that ANDM will be responsible for the establishment of the Project Steering Committee, whilst the appointed service provider will be responsible for the project deliverables and also engagement and up skilling of the Project Steering Committee.

## **5. 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 Water Services Authority team led by Water Quality Technologist of Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the appointed service provider will have to be submitted to the Project Operational Team Leader and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

## **7. REPORTING MECHANISM**

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC upon completion of each project milestone on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

## **8. SUBMISSION OF BIDS**

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal –Mt Frere and Mt Ayliff WTW Plant Audit" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 12h00 on the \_\_\_\_\_.

Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

## **9. EVALUATION CRITERIA**

Evaluation criteria of the quotations;

**The quotations will be evaluated in two stages, namely:**

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

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 – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	20
• Capacity and Expertise	40
• Methodology	40
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

Previous Company Experience	Weighting
<b>[Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of 03 or more water treatment process audits.	20
Traceable record for successful completion of 02 water treatment process audits	15
Traceable record for successful completion of 01 water treatment process audit.	10

Capacity and Expertise to Undertake the Project	Weighting
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>[40]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[40]</b>
A service provider with the two of the following qualifications: Minimum qualification National diploma: in civil Engineering or Environmental Science/Management or Chemical Engineering ( proof of qualification to be attached)	40
A service provider with the one of the following qualifications: Minimum qualification of National Diploma: in civil Engineering or	20

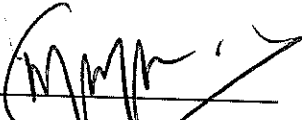
Environmental Science/Management or Chemical Engineering ( proof of qualification to be attached)	
<b>Maximum Weighting</b> <b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	<b>40</b>
<b>METHODOLOGY</b> <b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>Weighting [40]</b>
<b>Procedures on undertaking water process audit.</b>	<b>[30]</b>
A service provider who explains Plant Performance assessment	05
A service provider who explains Detailed design assessment	10
A service provider who explains Operational & Administration Assessment	10
A service provider who explains Priority performance limits and Implementation Plan	05
<b>A service provider who explains Relevant legislations governing water process audit</b>	<b>[10]</b>
A service provider who explains 03 legislations governing water processes	10
A service provider who explains 02 legislations governing water processes	05
<b>Maximum Weighting</b>	<b>10</b>

For any queries regarding this tender, please contact N Chonco for project related queries; on (039) 254 5069/5089 or;  
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

**Alfred Nzo district Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**



Yours in municipal administration,


  
\_\_\_\_\_

M VAKALISA

ACTING SENIOR MANAGER: PED

Recommendation by Specification Chairperson:

Approved/Not Approved

  
\_\_\_\_\_

L. MDUTYANA

MANAGER: WSA

Comments by Chairperson:

Terms of reference approved  
by the JBS Specification  
Committee  
\_\_\_\_\_  
\_\_\_\_\_