



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**ALFRED NZO DISTRICT MUNICIPALITY'S MATATIELE AND CEDARVILLE
WASTE WATER TREATMENT WORKS PLANT AUDIT**

2020/21 FINANCIAL YEAR

Issued and Prepared by:
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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 Matatiele and Cedarville WWTW. 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 Matatiele and Cedarville WWTW. 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 final water complies with DWS Regulations
- To prevent contamination of water sources
- To treat waste water, reduce or remove contamination that could be present before discharge to water course

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 CONTRACT PERIOD

The project contract period is 3 months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Hazard identification report
- Risk assessment report
- Monthly progress reports submitted and presented at ANDM (WSA) team 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 – Matatiele and Cedarville WWTW Plant Audit" and placed in the tender box in the Alfred Nzo District Municipality not later than 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
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	20
• Capacity and Expertise	40
• Methodology	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
[Note: The scoring in this section is not cumulative	
Traceable record for successful completion of 03 or more waste water treatment process audits.	20
Traceable record for successful completion of 02 waste water treatment process audits.	15
Traceable record for successful completion of 01 waste water treatment process audit.	10
Maximum Weighting	
<p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>- An Appointment letter/ Official Purchase Order specifying the</p>	20

contract amount for each project completed.	
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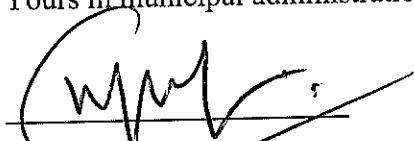
Capacity and Expertise to Undertake the Project Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	Weighting [40]
A Project Team with the following areas of expertise:	[40]
A company with a team in possession of three of the following qualifications: Minimum qualification of N6 or Higher education in civil Engineering, Environmental Science/Management and Chemical Engineering.	40
A company with a team in possession of two of the following qualifications: Minimum qualification of N6 or Higher education in civil Engineering, Environmental Science/Management or Chemical Engineering	20
A company with a team in possession of one of the following qualifications: Minimum qualification of N6 or Higher education in civil Engineering, Environmental Science/Management or Chemical Engineering	10
Maximum Weighting NB: Attach CV and certified copies not older than 3 months for all qualifications	40
METHODOLOGY Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	Weighting [40]
Procedures on undertaking water process audit.	[30]
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	05

Implementation Plan	
A service provider who explains Relevant legislations governing water process audit	[10]
A service provider who explains 03 legislations governing water processes	10
A service provider who explains 02 legislations governing water processes	05
Maximum Weighting	10

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
MANAGER: IDP/PMS

Recommendation by Specification Chairperson:

Approved/Not Approved



L. MDUTYANA
MANAGER: WSA

Approved

Comments by Chairperson:
