



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**MT AYLIF AND MT FRERE WATER SAFETY PLAN HIRA  
2020/21 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

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

### **1.1 INTRODUCTION**

The Office of the Municipal Manager through Water Services Authority Unit is facilitating the development of Water Safety Plan (WSP) HIRA for the district. The ANDM is composed of the Umzimvubu, Ntabankulu, Bizana and Matatiele Local Municipalities. Municipal Systems Act 32 of 2000 emphasises on the role of the municipality to provide clean and safe environment that will promote sustainable development and service delivery.

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

#### **1.2.1 Overall objective**

Objectives of water safety planning are to ensure good drinking water supply practice, minimization of contamination of water sources, reduction or removal of contamination through treatment processes and the prevention of contamination during storage, distribution and handling of drinking water. These objectives are equally applicable to large piped drinking water supplies, small community supplies and household systems and are achieved through specific objectives.

### **1.2.2 Specific Objectives**

- Development of an understanding of the specified system and its capability to supply water that meets health based targets.
- Identification of potential sources of contamination and how they can be controlled.
- Validation of control measures employed to control hazards.
- Implementation of a system for monitoring the control measures within the water system
- Timely corrective actions to ensure that safe water is consistently supplied and undertaking verification of drinking.

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

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

- This task mostly involves a comprehensive risk assessment and management that encompasses all steps in the water safety planning
- The risk assessment must indicate whether the treatment facility has the ability to adequately treat the water for human consumption.

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

## **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 Project Steering Committee meetings
- Close out report with appropriate recommendations and an indication of jobs created in the project.

#### **5. STAKEHOLDERS CONSULTATION**

Through consultation between the 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.

#### **6. 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 an operational team led by 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 service provider will have to be submitted to the Project Operational Team 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 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 Ayliff and Mt Frere Water Safety Plan HIRA" 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 tenders;

**The bids 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 a minimum of 03 project in water safety plan hazard identification and risk assessment	20
Traceable record for successful completion of a minimum of 02 project in water safety plan hazard identification and risk assessment	15
Traceable record for successful completion of a minimum of 01 project in water safety plan hazard identification and risk assessment	10
<b>Maximum Weighting</b>	<b>20</b>
<b>Note COMPULSORY attachments for verifying work done:</b>	
<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> <ul style="list-style-type: none"> <li>- An Appointment letter/ Official Purchase Order specifying the contract amount for each project completed.</li> </ul>	

<b>Capacity and Expertise to Undertake the Project</b> <b>Note: The scoring in this section is not cumulative.</b>	<b>Weighting</b> <b>[40]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[40]</b>
A company with a team in possession of <b>three</b> of the following qualifications: Minimum qualification of N6 or Higher education in <b>civil Engineering, Environmental Science/Management and Chemical Engineering.</b>	40
A company with a team in possession of <b>two</b> of the following qualifications: Minimum qualification of N6 OR Higher education in <b>civil Engineering, Environmental Science/Management or Chemical Engineering.</b>	20
A company with a team in possession of <b>one</b> of the following qualifications: Minimum qualification of N6 OR Higher education in civil Engineering, Environmental Science/Management or Chemical Engineering.	10
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	<b>Maximum Weighting</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</b> <b>[40]</b>
<b>A service provider who explains procedures on undertaking risk assessment for Water Safety Plan.</b>	<b>[30]</b>
A service provider who explains Water Supply System Assessment	05
A service provider who explains Hazard Assessment	10
A service provider who explains Risk management	10
A service provider who explains Monitoring and verification	05
<b>A service provider who explains Relevant legislations governing</b>	<b>[10]</b>



<b>Water Safety Plan.</b>	
A service provider who explains 03 legislations governing water safety plan	10
A service provider who explains 02 legislations governing water safety plan	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

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**M. VAKALISA**  
**MANAGER: IDP/PMS**  
**Approved/Not Approved**

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**L. MDUTYANA**  
**MANAGER: WSA**

**Comments by Chairperson:**

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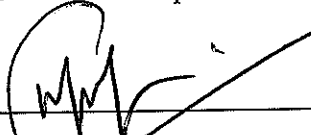
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<b>Safety Plan.</b>	
A service provider who explains 03 legislations governing water safety plan	10
A service provider who explains 02 legislations governing water safety plan	05
<b>Maximum Weighting</b>	<b>10</b>

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**M. VAKALISA**  
**MANAGER: IDP/PMS**

**Recommendation by Specification Chairperson:**

**Approved/Not Approved**

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**L. MDUTYANA**  
**MANAGER: WSA**

**Comments by Chairperson:**

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