



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**ALFRED NZO DISTRICT MUNICIPALITY'S MATATIELE WWTW AND
CEDARVILLE PONDS PLANT AUDIT**

2021/2022 FINANCIAL YEAR

Issued and Prepared by:

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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
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES.....	Error!
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5. STAKEHOLDERS CONSULTATION.....	4Error! Bookmark not defined.
6. PROJECT MANAGEMENT	4Error! Bookmark not defined.
7. REPORTING MECHANISM.....	5Error! Bookmark not defined.
8. SUBMISSION OF BIDS	4
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 Matatiele and Cedarville Wastewater Treatment Works (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 safe drinking water through good water supply practices from catchments area to consumer at ANDM.
- To ensure good water supply practices.
- To prevent contamination of water sources
- To treat water, 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.

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

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

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

Regular progress reports must 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 QUOTATIONS

Quotations must be placed in a sealed envelope and clearly marked: “Project proposal – Matatiele & Cedarville WWTW Plant Audit” and placed in the bid box in the Alfred Nzo District Municipality not later than 12h00 on the _____.

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.

STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	40
• Methodology	10
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Scoring
[Note: The scoring in this section is not cumulative	50
Traceable record for successful completion of 03 or more waste water treatment process audits to the value of R50 000.00 each	50
Traceable record for successful completion of 02 waste water treatment process audits to the value of R50 000.00 each	40
Traceable record for successful completion of 01 waste water treatment process audit to the value of R50 000.00	30

<p>Note COMPULSORY attachments for verifying work done:</p> <ol style="list-style-type: none"> 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. 2. In addition to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> -An appointment letter/official purchase order specifying the contract amount for each project completed. 	<p>Total Scoring</p> <p>50</p>
<p>Capacity and Expertise to Undertake the Project</p> <p>Note: The scoring in this section is non-cumulative, unless justifiable to the Specification Committee</p>	<p>Scoring</p> <p>40</p>
<p>A Project Team with the following areas of expertise:</p>	<p>[40]</p>
<p>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 (proof of qualification to be attached)</p>	<p>40</p>
<p>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 and Chemical Engineering (proof of qualification to be attached)</p>	<p>30</p>
<p>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 and Chemical Engineering (proof of qualification to be attached)</p>	<p>20</p>
<p style="text-align: right;">Total Scoring</p> <p>NB: Attach CV and certified copies not older than 3 months for all qualifications</p>	<p>40</p>

METHODOLOGY	Scoring
Note: The scoring in this section is cumulative, unless justifiable to the Specification Committee	[10]
Procedures on undertaking water process audit.	[10]
Explain Plant Performance assessment	02
Explain the assessment of a detailed design	02
Explain Operational & Administration Assessment	02
Explain Priority performance limits and Implementation Plan	02
Explain 04 legislations governing water processes	02
Total Scoring	50
(40+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

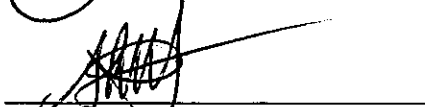
Yours in municipal administration,



M VAKALISA

MANAGER: IDP & PMS

Approved/Not Approved



L. MDUTYANA

MANAGER: WSA

Approved.