



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**MATATIELE AND BELFORT WATER SAFETY PLAN HIRA  
2021/22 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
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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.....	3
2. SCOPE & extent of work.....	3
3. PROJECT TIME FRAME .....	3
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES .....	4
5. STAKEHOLDERS CONSULTATION.....	4
6. PROJECT MANAGEMENT .....	4
7. REPORTING MECHANISM.....	5
8. SUBMISSION OF BIDS .....	5
9. EVALUATION CRITERIA .....	5

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

### **1.1 INTRODUCTION**

The Directorate of Municipal Manager in Alfred Nzo District Municipality (ANDM) is facilitating the development of Water Safety Plan (WSP) HIRA for the district. The ANDM is composed of the Umzimvubu, Ntabankulu, Winnie Madikizela Mandela 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**

Quotations are invited from suitably qualified professional service providers to conduct Water Safety Plan (HIRA) by:

- Conduct comprehensive risk assessment and management that will encompass 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.

## **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 and an indication of jobs created in the project.

#### **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.

#### **6. PROJECT MANAGEMENT**

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

Regular progress reports must 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 QUOTATIONS

Quotation must be placed in a sealed envelope and clearly marked: “Project proposal – Matatiele and Belfort Water Safety Plan HIRA” 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.

<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
• Previous Experience	50
• Capacity and Expertise	40
• Methodology	10
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
<b>BBBEE POINTS</b>	20
<b>Price</b>	80

<b>Previous Company Experience</b>	<b>Scoring</b>
<b>[Note: The scoring in this section is cumulative</b>	<b>50</b>
Traceable record for successful completion of a minimum of 03 project in water safety plan hazard identification and risk assessment to the value of R50 000.00 each	50
Traceable record for successful completion of a minimum of 02 project in water safety plan hazard identification and risk assessment to the value of R50 000.00 each	30
Traceable record for successful completion of a minimum of 01 project in water safety plan hazard identification and risk assessment to the value of R50 000.00	10
<b>Total Scoring</b>	<b>50</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <ol style="list-style-type: none"> <li><b>1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done for ANDM, 3 Assessment of bidder forms must be completed.</b></li> <li><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b> <ul style="list-style-type: none"> <li><b>- An appointment letter or official order specifying the contract amount for each project completed (1 appointment letter or official order per project completed)</b></li> </ul> </li> </ol>	

<b>Capacity and Expertise to Undertake the Project</b>	<b>Scoring</b>
<b>Note: The scoring in this section is non-cumulative</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 or Environmental Science/Management or Chemical Engineering (proof of</b>	40

<b>qualification to be attached)</b>	
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 or Environmental Science/Management or Chemical Engineering (proof of qualification to be attached)</b>	30
A company with a team in possession of <b>one</b> of the following qualifications: Minimum qualification of N6 OR Higher education in <b>civil Engineering or Environmental Science/Management or Chemical Engineering (proof of qualification to be attached)</b>	20
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	
<b>METHODOLOGY</b> <b>Note: The scoring in this section is cumulative</b>	<b>Scoring</b> <b>[10]</b>
<b>A service provider who explains procedures on undertaking risk assessment for Water Safety Plan.</b>	<b>[10]</b>
Explain Water Supply System Assessment	02
Explain Hazard Assessment	02
Identify and explain Risk management	02
Describe Monitoring and verification	02
List 04 legislations governing water safety plan	02
<b>Total Scoring</b> <b>(40+10)</b>	<b>50</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

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4735

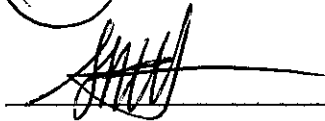
Yours in municipal administration



M. VAKALISA

MANAGER: IDP&PMS

Approved/Not Approved



L. MDUTYANA

MANAGER: WSA

Comments by Chairperson:

Approved - Matatiele & Belfort Water Safety  
Plan (HIRA)