



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

Development of a Compliance Framework and Reporting for ANDM

2023/24 FINANCIAL YEAR

Issued and Prepared by:

Alfred Nzo District Municipality

ERF 1400 Ntsizwa Street

P/Bag x 511

Mount Ayliff

4735

Director: Strategic Governance (OMM): Mr. N.R Xolo

Contact Person: Mr. M Khambula

Tel: 039 254 5105

Fax: 039 254 0343

Compliance framework and monitoring

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	3
1.1 INTRODUCTION	3
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 OVERALL OBJECTIVE.....	3
2. SCOPE AND EXTENT OF WORK.....	4
3. PROJECT TIME FRAME	4
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	4
5. REPORTING MECHANISM	4
6. SUBMISSION OF BIDS	4
7. CAPACITY TO EXECUTE THE WORK	4

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo District Municipality has reviewed its integrated development plan for the 2023/2024 financial year and as such has developed strategies to deliver services to the community. In line with the integrated development plan and requirements of the Municipal Finance Management Act, and other impactful legislations, the ANDM seeks to develop a comprehensive Compliance Framework and Reporting. The service provider is also expected to transfer skills to Alfred Nzo District Municipality staff in relation to conformance and implementation of all relevant statutory, laws and regulations governing the municipality.

The service provider will work closely with the Manager: Risk and Compliance management in relation to the coordination, development and compiling of the Compliance Framework.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

ANDM requires the services of a reputable service provider to develop a Compliance Framework and Reporting with due consideration of the following activities:

- a) Identification of all impactful legislation for the ANDM, including the MFMA calendar and POPIA.
- b) Identification of all Water Services Authority compliance requirements required by Department of Water and Sanitation and other stakeholders;
- c) Compliance requirements to be adhered to by the municipality to maintain the status as a water service provider;
- d) Development of a Compliance Framework and Reporting;
- e) Development of a Compliance Register;
- f) Conducting a Compliance Workshop;
- g) Prepare a project close-out report

1.2.2. Specific Objectives

Compliance framework and monitoring

- A well- managed and coordinated project that will deliver credible Compliance Framework and Reporting.

2. SCOPE AND EXTENT OF WORK

- Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the Development of a Compliance Framework and Reporting for ANDM
- The service provide will identify all pieces of legislations and their compliance requirements governing the municipality and develop a compliance framework.

3. PROJECT TIME FRAME

The project time frame will be one month from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- a) Compliance Framework and Reporting;
- b) Detailed Compliance Register;
- c) Submit the progress and a close out report to the Manager: Risk and Compliance.
- d) A well- managed and coordinated project that will deliver credible Compliance Framework and Reporting.

5. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM a Weekly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

6. SUBMISSION OF BIDS

- Quotations must be emailed to tenders@andm.gov.za : referenced with the bid number. Failure to do so will lead to disqualification.
- NB- No drop box or links will be accepted.

7. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Bids;

The bids will be evaluated in two stages, namely:

- Stage 1- Capacity to execute the work

Compliance framework and monitoring

- Stage 2- Price and Specific Goal

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	50
• Capacity and Expertise	50
Total Scoring	100

Price and Preference

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more.	5
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more.	4
Rural	Attach Proof of Residence of the Business or Lease Agreement.	3
Disabled	Attach a Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
Total Scoring		100

Compliance framework and monitoring

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 3 or more projects on the Development of a Compliance Framework and Reporting in municipalities or any public sector institutions to a minimum value of R50 000.00 each.	50
Traceable record for successful completion of a minimum of 2 or more projects on the Development of a Compliance Framework and Reporting in municipalities or any public sector institutions to a minimum value of R50 000.00 each.	30
Traceable record for successful completion of a minimum of 1 or more projects on the Development of a Compliance Framework and Reporting in municipalities or any public sector institutions to a minimum value of R50 000.00.	20
Total Scoring Note COMPULSORY attachments for verifying work done: <ol style="list-style-type: none"> 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, 3 Assessment of 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. 	50

Capacity and Expertise to Undertake the Project	Scoring
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	[50]
A Project Team with the following areas of expertise:	[30]
<ul style="list-style-type: none"> • Must have a minimum of National Diploma (NQF Level 6) in Risk Management/Auditing/Internal Auditing /Legal. 	15
<ul style="list-style-type: none"> • Project Leader with Auditor General Articles / experience. 	15

Compliance framework and monitoring

• Proof of registration of the Project Leader to relevant Professional Body or Proof of registration of the company with Professional Body; i.e. IRMSA or SAICA or IIA.	20
Total Scoring	50
NB: Attach certified copies not older than 3 months for all qualifications	
Total Scoring [15+15+20]	50

For any queries regarding this tender, please contact Mr Khambula for project related queries; on (039) 254 5105 or;
Supply Chain Management Mr V Cita 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,

Recommended by/Not recommended by

Date



Mr. NR. Xolo
Director Strategic and Governance

09/10/2023



Zamile H Sikhundla
Municipal Manager

05/10/2023