



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE FOR
WATER CARTING FOR MATATIELE LOCAL MUNICIPALITY
2023/24 FINANCIAL YEAR

Issued and Prepared by:
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[Handwritten Signature]
29/09/2023

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1.1 INTRODUCTION

The department of IDMS in Alfred Nzo District Municipality (ANDM) is expediting the response to the major concern of the primary service of supplying communities with the basic services of clean water and decent sanitation within the district. ANDM is composed of the Umzimvubu, Ntabankulu, Bizana and Ntabankulu 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. At the same time the Water Services Act is clear about the role that WSA Municipalities must play in provisioning of clean drinking water and disposal of safe effluent into the natural environment.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

- The primary purpose of this project is to get a service provider for hiring of water carting trucks for the delivery of water to certain areas in Matatiele LM
- The truck will be expected to assist various number of villages and surrounding townships in Matatiele town.
- This project will assist the municipality in ensuring that water is delivered to the needy areas.

1.2.2 Specific objectives/requirements

- Supply and delivery of water through a proper water carting truck.
- Deliver water to specified areas as per the instruction from the Matatiele satellite office.
- Keep records for all water delivered as per the instructions from the satellite office.

2. SCOPE AND EXTENT OF WORK

Bids are invited from suitably qualified service providers to submit quotations to undertake supply and delivery of water to various areas in Matatiele LM.

The scope of work entails, supply and delivery of water to various areas of Matatiele including areas around the town as well as the rural villages.

The service provider will collect water from the municipal water sources and deliver to the areas that will be indicated.

Number	Description	Quantity (Kilolitre)	Rate per Kilolitre	Amount
1	Delivery of 450 kilolitres of water to Matatiele LM areas (various villages). (The quoted rate is inclusive of travelling to the furthest village of Matatiele Local Municipality limited to a radius of 60Kms)	450		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

45 Trips of 10 KL each.

3. PROJECT TIMEFRAME

April

The carting of water carting trucks will be sourced for delivery of water as and when required, the appointed service provider will await for instruction to deliver to specific areas.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The successful supplier will assist the Municipality by undertaking amongst other thing the following tasks/ items:

- Supply and delivery of estimated quantity of water to Matatiele area with a radius of 60kms.
- Deliver water to specified areas as per the instruction from the Matatiele satellite office.
- Keep records for all water delivered as per the instructions from the satellite office.
- The water carting truck must be either be normal water carting truck or a flatbed/dropside truck mounted with plastic tanks.
- The water tanks/ tanker must properly close to prevent water contamination.

5. STAKEHOLDERS PROJECT MANAGEMENT

N/A

6. PROJECT MANAGEMENT

The supply and delivery is to be coordinated and managed by WSP office management in Ntabankulu LM.

In cases where the appointed service provider appoints the services of other service provider or sub-contractor, the appointed service provider will take full responsibility of the work done by the sub-contractor. The client will deal with the contracted service provider and not with sub-contracted contractors/supplier. The project is to be coordinated and managed by WSP Section (Operations team of Ntabankulu LM).

7. REPORTING MECHANISM

It is expected that regular records of water carting will be made available for every payment request made. The Project Manager has the right to change the manner in which the records must be submitted.

8. SUBMISSION OF QUOTATIONS

Quotations must be emailed to tenders@andm.gov.za referenced with Bid Number, failure to do so will lead to disqualification.

9. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Quotations;

The Quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- 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	6
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	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	2
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	3
Total Scoring		100

Previous Company Experience	
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 02 or more water delivery projects to the value of R30 000.00 each.	50
Traceable record for successful completion of a minimum of 01 or more water delivery projects to the value of R30 000.00	40

<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 the previous employer as a means of verifying references for each project undertaken. If 2 projects were done, 2 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 OR Official Purchase Order and 	<p>Total Scoring</p> <p>50</p>
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<p>Capacity and Expertise to Undertake the Project</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</p>	
<p>A Project Team with the following areas of expertise:</p>	
Driver of the truck to be in possession of a valid driver's licence - Code 14	15
Driver of the truck to be in possession of a valid Professional Driving Permit (PDP)	10
Total Scoring	25
<p>NB: Attach certified copies not older than 3 months for above</p>	
<p>Resources to execute the work</p> <p>Note: The scoring in this section is not cumulative</p>	
Own/Lease 2 water carting trucks: attach Lease Agreement or Certificate of Registration	10
Own/Lease 1 water carting trucks: attach Lease Agreement or Certificate of Registration	5
The water carting truck is fully licensed and has a valid licence disc	10
Total Scoring	50
[25 + 25]	

For any queries regarding this tender, please contact Nkosinathi Gule for project related queries; on (039) 254 5015 or Supply Chain Management contact for SCM related queries Mr V Cita at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,

Yuyeshi

NAME OF SENIOR MANAGER

SENIOR MANAGER: IDMS

Date 07/09/2023

Approved/Not Approved

ZHS

ZAMILE H. SIKHUNDLA

MUNICIPAL MANAGER

Date of Approval 17/09/202

Comments:
