



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**MOUNT FRERE AND NTABANKULU WWTP**  
**WASTE WATER RISK ABETMENT PLAN**  
**2025/26 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**4735**

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

### **1.1 INTRODUCTION**

The Directorate of Municipal Manager – Water Services Authority in Alfred Nzo District Municipality (ANDM) is developing WWRAP for ANDM waste water treatment works. 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 conduct WWRAP HIRA in all ANDM WWTWs and ponds systems in ensuring good effluent supply practice, minimization of contamination of water sources, reduction or removal of contamination during storage, distribution and handling of drinking water.

#### **1.2.2 Specific Objectives**

The main objectives of the plan are:

- Development of an understanding of 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 and 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 prepare and submit proposals to undertake the following:

- This task mostly involves a comprehensive risk assessment and management that encompasses all steps in developing wastewater risk abatement Planning.
- The risk assessment must indicate whether the treatment facility has the ability to adequately treat the discharge wastewater.

## **3. PROJECT TIME FRAME**

The project time frame will be 4 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 appointed service provider will take responsibility of the work. The client will deal with the

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contracted service provider. The project is to be coordinated and managed by Environmental Management 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 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**

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**

Completed bids in sealed envelopes endorsed tender number above, **must be deposited in the bid box at Alfred Nzo District Municipality offices**, Erf 1400, Ntsizwa Street, Mount Ayliff not later than stipulated time and date, where bids will be opened in public shortly afterwards at ANDM Conference centre. **Late, incomplete, electronic, telegraphic, telefaxed, faxed bids will not be considered.** The lowest or any proposal will not necessarily be accepted and Alfred Nzo District Municipality reserves the right to accept any proposal either in whole or in part. And any assistance in completing partly or full the proposal from ANDM Official or Councillor will result in disqualification of bid.

## 9. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the quotations;

The bids will be evaluated in two stages, namely:

- Stage 1- Capacity to execute work
- Stage 2- Price and Specific goals

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

ITEM	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	<b>100</b>
• <b>Previous Experience</b>	<b>50</b>
• <b>Capacity and Expertise</b>	<b>30</b>
• <b>Methodology</b>	<b>20</b>
<b>TOTAL SCORING</b>	<b>100</b>

### Price and Preference

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

	<b>Proof to be Attached to Claim full Points</b>	<b>Points</b>
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
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
Disabled	Attach a Signed Letter from Health Practitioner	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	3
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
<b>Total Scoring</b>		<b>100</b>

<b>Previous Company Experience</b>	<b>Scoring</b>
<b>Note: The scoring in this section is not cumulative</b>	<b>50</b>
Traceable record for successful completion of (3) or more WWRAP hazard identification and risk assessment to the value of R44 000 each or more, maximum points will be awarded.	50
Traceable record for successful completion of (2) WWRAP hazard identification and risk assessment to the value of R44 000 each or more, maximum points will be awarded.	40
Traceable record for successful completion of (1) WWRAP hazard identification and risk assessment to the value of R44 000 or more, maximum points will be awarded.	30
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p><b>1. The ANDM Assessment Bidder Form (available on our website <a href="http://www.andm.gov.za">www.andm.gov.za</a>) 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 bidder forms must be completed.</b></p> <p><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b></p> <p><b>Appointment letters or official purchase orders</b></p>	<b>50</b>

<b>Capacity and Expertise to Undertake the Project:</b>	<b>50</b>
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	
<b>A Project Team with the following areas of expertise:</b>	<b>[30]</b>

The team with three of the following qualifications will get full points:  NQFL 7 in <b>Civil Engineering, Environmental Science/Management and Chemical Engineering</b>	30
The team with two of the following qualifications will get minimum points:  NQFL 6 in <b>Civil Engineering, Environmental Science/Management and Chemical Engineering</b>	20
A team with one of the following qualifications will get a minimum point:  NQFL 6 in <b>Civil Engineering, Environmental Science/Management and Chemical Engineering</b>	10
<b>Scoring</b>	30
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	
<b>Methodology</b>	20
<b>Service provider must explain hazard identification and risk assessment legislations.</b>	20
<b>TOTAL SCORING</b>	100
<b>[30+20]</b>	

For any queries regarding this tender, please contact N Chonco for project related queries; on (039) 254 5073/89 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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Mount Ayliff

4735

RECOMMENDED/ NOT RECOMMENDED

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MR N.R XOLO

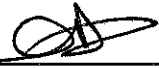


\_\_\_\_\_  
DATE

DIRECTOR: STRATEGIC GOVERNANCE

APPROVED/NOT APPROVED

\_\_\_\_\_  
MR O. DIKO



\_\_\_\_\_  
22/01/2025

DATE

ACTING MUNICIPAL MANAGER

Comments:

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