



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**ANDM -ALIEN INVASIVE MANAGEMENT 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 Office of the Municipal Manager in Alfred Nzo District Municipality (ANDM) is facilitating the development of an alien invasive plant plan for the district as mandated by Section 24 of South African Constitution which specifically puts environmental rights into the context of human health, stating "Everyone has the right to an environment that is not harmful to their health or well-being;" As well as recognizing the rights of future generations in the context of sustainable development by stating the importance of environmental protection, for the benefit of present and future generations. There are also measures that are put in place through legislation and strategies that prevent pollution and ecological degradation to promote conservation and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

Due to the overwhelming, continuous spread of alien invasive plants and the adverse drought conditions the country is facing, water resources are under pressure which eventually dry up posing water shortage challenges in communities. This is the rationale why natural resource along ecologically rich areas in Alfred Nzo District Municipality jurisdiction are vulnerable and are under threat of becoming extinct. Developing an alien invasive management plan is crucial for protecting biodiversity, water resources, and local economies. These plans help prevent the establishment and spread of non-native plants that can outcompete native species, disrupt ecosystems, and cause significant economic damage. Effective management also reduces the risk of wildfires, protects agricultural land, and maintains the integrity of natural habitats.

#### **1.2.2 Specific Objectives**

This project is in line with Integrated Development Plan for the district. The project objectives

are to:

- **Prevention:** Strict biosecurity protocols for imported goods and materials.  
Public awareness campaigns to educate people about the risks of introducing invasive plants.  
Early detection and rapid response systems to quickly address any new introductions.
- **Control and Eradication:** Strict biosecurity protocols for imported goods and materials.  
Public awareness campaigns to educate people about the risks of introducing invasive plants.  
Early detection and rapid response systems to quickly address any new introductions.  
Targeted control measures in areas where invasive plants are spreading.  
Managing the spread of invasive plants through grazing or other methods.  
Using integrated pest management approaches that combine different control methods.
- **Restoration:** Restoring degraded ecosystems: This involves returning the affected area to a healthy and functional state. This can include: Rehabilitating disturbed areas with native plants. Improving soil health and water quality. Restoring natural fire regimes (where appropriate). Managing invasive plants to allow native species to recover.
- **Monitoring and Evaluation:** Establishing a monitoring and evaluation framework: This involves tracking the progress of the plan and making adjustments as needed. This can include: Regularly monitoring the spread and density of invasive plants.  
Assessing the effectiveness of control and restoration efforts.  
Adjusting the plan based on monitoring results.
- **Collaboration and Partnerships:** Engaging stakeholders:  
This involves working with landowners, government agencies, community

groups, and other stakeholders to implement the plan.

Building capacity:

This involves providing training and resources to those involved in implementing the plan.

Securing funding:

This involves identifying and securing the financial resources needed to implement the plan.

## **2. SCOPE & EXTENT OF WORK**

Identify all alien invasive plants present in the area, using existing lists and conducting surveys.

- Map and document the extent and location of infestations for each listed species.
- Determine the density and impact of each infestation to prioritize control efforts.
- Outline specific methods for managing or eradicating each invasive species, considering factors like location, size, and species characteristics.
- Apply the chosen methods, which may include mechanical removal, herbicide application, or biological control.
- Track the effectiveness of control efforts and adjust strategies as needed.
- Establish regular surveys and monitoring protocols to detect new infestations early.
- Implement immediate control measures for any new introductions.
- Keep detailed records of all control activities, including the methods used, the area treated, and the effectiveness achieved
- Educate the community about the importance of preventing and managing invasive species.

### **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**

- Identify all alien invasive plants present in the area, using existing lists and conducting surveys.
- Map and document the extent and location of infestations for each listed species.
- Determine the density and impact of each infestation to prioritize control efforts.
- Outline specific methods for managing or eradicating each invasive species, considering factors like location, size, and species characteristics.
- Apply the chosen methods, which may include mechanical removal, herbicide application, or biological control.
- Track the effectiveness of control efforts and adjust strategies as needed.
- Establish regular surveys and monitoring protocols to detect new infestations early.
- Implement immediate control measures for any new introductions.
- Keep detailed records of all control activities, including the methods used, the area treated, and the effectiveness achieved
- Educate the community about the importance of preventing and managing invasive species.

### **5. STAKEHOLDERS CONSULTATION**

Through consultation between the service provider and the District Municipality, the service provider will provide technical guidance, while municipality of ANDM will be responsible for undertaking the stakeholder consultation with traditional and elected authorities.

### **6. PROJECT MANAGEMENT**

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred

Nzo District Municipality.

A Project Steering Committee (PSC) comprising 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 led by Environmental Officer 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 be 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 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
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>Total Scoring</b>	<b>100</b>

## Stage 2

### 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.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
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
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
Rural	Attach proof of residence of the business or lease agreement	3
<b>Total Scoring</b>		<b>100</b>

### Breakdown of Capacity to Execute the Work

<p><b>Previous Company Experience</b></p> <p><b>Note: The scoring in this section is not cumulative</b></p>	<b>50</b>
Traceable record for successful completion of a minimum of 03 or more environmental management Projects to the minimum value of R 44 000.00 each or more.	50
Traceable record for successful completion of a minimum of 02 or more environmental management Projects to the minimum value of R 44 000.00 each or more	30
Traceable record for successful completion of a minimum of 01 environmental management by-law/s or Coastal Management by-law or Biodiversity by-law to the minimum value of R 44 000.00 or more.	20
<p style="text-align: right;"><b>Total Scoring</b></p> <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 the 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>- An Appointment Letter or Official Purchase order</b></p>	<b>50</b>

Capacity and Expertise to Undertake the Project	50
Note: The scoring in this section is preferably <del>non</del> cumulative, unless justifiable to the Specification Committee	
A Project Team with the following areas of expertise:	
<ul style="list-style-type: none"> <li>The director of the company must possess an NQF level 7 from an accredited institution of higher learning in Environmental Studies and must be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP). He / she must be part of the company owners or owner according to registration documents, with a minimum of 5 years post registration</li> </ul>	45
<ul style="list-style-type: none"> <li>One or more personnel must have Project Management Certificate</li> </ul>	05
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Total Scoring (45+5)	50

For any queries regarding this tender, please contact Mr M. Qumba for project related queries; on (039) 254 5070 or; Supply Chain Management contact for SCM related queries Mr .B.C.W. Makiwane at telephone number 039-254-5218/5134 during office hours.

**Alfred Nzo District Municipality**

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,  
 TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781

For any queries regarding this tender, please contact Mr M QUMBA 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**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

**RECOMMENDED/ NOT RECOMMENDED**

\_\_\_\_\_  
  
MR N.R XOLO

\_\_\_\_\_  
DATE

**DIRECTOR: STRATEGIC GOVERNANCE**

**APPROVED/NOT APPROVED**

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

\_\_\_\_\_  
DATE

**ACTING MUNICIPAL MANAGER**

**Comments:**

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