ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
ANDM –NDARHALA SPRING PROTECTION
2026/27 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
P/Bag x 511
Mount Ayliff
4735
Director Community Development Services: MR L NDOKO
Contact Person: M QUMBA
Tel: 039 254 5101
Fax: 039 254 0343

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 4
      1.2.2 Specific Objectives 4
2. SCOPE & extent of work 4
3. PROJECT TIME FRAME 6
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES 6
5. STAKEHOLDERS CONSULTATION 6
6. PROJECT MANAGEMENT 6
7. REPORTING MECHANISM 7
8. SUBMISSION OF BIDS 7
9. EVALUATION CRITERIA ..... **Error! Bookmark not defined.**

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The community development services in Alfred Nzo District Municipality (ANDM) is facilitating the protection of natural spring in Ndarhala uMzimvubu 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.

uMzimvubu is a predominantly rural area where many communities rely on natural springs as a primary source of domestic water. These springs are often unprotected and exposed to contamination from surface runoff, livestock, erosion, and poor sanitation practices. Protecting and improving these water sources is essential to enhance water quality, public health, and long-term water security for the community. This project aims to identify, protect, and improve selected natural spring in Ndarhala village through appropriate technical, environmental, and community-based interventions.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

1.2.2 To improve access to safe, reliable, and sustainable water sources by protecting natural spring in selected community of uMzimvubu local municipality in Ndarhala village.

1.2.3 Specific Objectives

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

- To reduce contamination and environmental degradation of targeted springs
- To improve water quality and safety for domestic use
- To enhance community participation and ownership in spring protection and maintenance
- To promote sustainable water resource management and hygiene practices
- To strengthen local capacity for operation and maintenance of protected springs
- Evaluate vegetation cover, species composition, soil condition, carrying capacity, and levels of degradation within the target area
- Facilitate engagement of pastoralists, farmers, traditional leaders, and local institutions in water governance and management practices

2. SCOPE & EXTENT OF WORK

The service provider / implementing partner shall in the first year undertake the following activities:

Preparatory Activities

- Conduct site identification and verification of targeted spring in consultation with community leaders and local authorities
- Carry out baseline assessments including spring yield, water quality, environmental risks, and usage patterns
- Engage communities through meetings to confirm needs, roles, and responsibilities

Design and Technical Works

- Prepare appropriate spring protection designs in line with national water and environmental standards
- Clear and fence the spring catchment area
- Construct spring protection structures, include:

  Spring box / collection chamber

  Cut-off drains to divert surface runoff

  Soak-away structures

  Install water storage and abstraction points (e.g. protected outlet pipes, communal standpipes)

Environmental and Social Measures

- Implement erosion control and catchment protection measures around the spring
- Promote sanitation and hygiene practices to prevent contamination
- Ensure environmentally sustainable construction methods
- Address social inclusion, ensuring participation of women, youth, and vulnerable groups

Community Capacity Building

- Establish or strengthen community water committees
- Train community members on:

  Operation and maintenance of protected springs

  Basic water quality protection practices

  Reporting of faults or damage

Monitoring and Reporting

- Monitor construction quality and compliance with specifications
- Conduct post-construction water quality testing
- Document lessons learned and best practices
- Prepare progress and final project reports

3. PROJECT TIME FRAME

The project time frame will be 6 months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The expected deliverables shall include:

- Inception report detailing methodology, work plan, and implementation schedule
- Baseline assessment report for the targeted spring
- Technical designs and drawings for spring protection works
- Successfully protected and functional spring in Ndarhala village
- Trained and functional community water committee
- Operation and maintenance guidelines handed over to communities
- Water quality test results before and after spring protection
- Final completion report including:
    - Description of works completed
    - Challenges and mitigation measures
    - Photographic documentation
    - Recommendations for sustainability

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 project

management team 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 project management team 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 Quotations 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 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.

STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	**100**
• **Previous Experience**	**40**
• **Capacity and Expertise**	**40**
• **Methodology**	**20**
TOTAL SCORING	**100**

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
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	5
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	2
Total Scoring		**100**

Previous Company Experience **Note: The scoring in this section is non- cumulative**	**Scoring** **40**
Traceable record for successful completion of (3) or more spring rehabilitation or wetland or rangeland rehabilitation with minimum cost of R44 000 or more, maximum points will be awarded.	40
Traceable record for successful completion of (2) spring rehabilitation or wetland or rangeland rehabilitation with minimum cost of R44 000 or more , minimum points will be awarded.	25
Traceable record for successful completion of (1) spring rehabilitation or wetland or rangeland rehabilitation with minimum cost of R44 000 or more, minimum points will be awarded.	15

Capacity and Expertise to Undertake the Project: **Note: The scoring in this section is preferably non-cumulative, unless justifiable to the Specification Committee**	**40**
A Project Team with the following areas of expertise:	**[40]**
The director of the company must have 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) or South African Council of Natural Scientific Professional (SACNASP) with a minimum of 5 years post registration	30
Team Leader must have Certificate of competence Project Management	10
Total Scoring (30 + 10) **NB: Attach CV and certified copies by commissioner of oath not older than 3 months for all qualifications**	**40**
Methodology **Note: The scoring in this section is preferably cumulative**	**[20]**
Explain Procedures on spring protection and relevance to sound environmental practices (conservation).	10

Explain Procedure for spring water management in line with the Water Act	5
Explain Procedure on identification of spring protection as part of climate change resilience initiative	5
MAXIMUM SCORING **[40+40+20]**	**100**

For any queries regarding this tender, please contact Dr 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~~

14/07/2026

MR L. NDOKO **DATE**

DIRECTOR: COMMUNITY DEVELOPMENT SERVICES

APPROVED/NOT APPROVED

MR Z.H SIKHUNDLA **DATE**

MUNICIPAL MANAGER

Comments:_____