ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
MOUNT AYLIFF AND NOMLACU WTP
WATER SAFETY PLAN
2026/27 FINANCIAL YEAR

Issued and Prepared by:
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Directorate of Community Development Services – Environmental Management and Water Quality in Alfred Nzo District Municipality (ANDM) is facilitating the Water Safety Plan (WSP) HIRA for all ANDM 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 Water Safety Planning HIRA for ANDM WTWs to ensure good drinking water supply practice, minimization of contamination of water sources, reduction or removal of contamination during storage, distribution and handling of drinking water. These objectives are equally applicable to large, piped drinking water supplies, small community supplies and households' systems and are achieved through specific objectives.

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 to control hazards.
- To prevent contamination of water sources.
- 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 offers to undertake the following:

- A comprehensive risk assessment and management that encompasses all steps in the Water Safety Planning.
- The risk assessment must indicate whether the treatment facility has the ability to adequately treat the water for human consumption.

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 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 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 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 monthly. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF QUOTATIONS

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 Quotations will be opened in public shortly afterwards at ANDM Conference centre. **Late, incomplete, electronic, telegraphic, telefaxed, faxed Quotations 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 Quotations 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**	**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	5
Disabled	Attach a Signed Letter from Health Practitioner	4
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
Total Scoring		**100**

Previous Company Experience **Note: The scoring in this section is not cumulative**	**Scoring** **50**
Traceable record for successful completion of (3) or more water safety plans with minimum cost of R44 000 or more, maximum points will be awarded.	50
Traceable record for successful completion of (2) water safety plans with minimum cost of R44 000 or more, maximum points will be awarded.	30
Traceable record for successful completion of (1) water safety plans with minimum cost of R44 000 or more, maximum points will be awarded.	20

Note COMPULSORY attachments for verifying work done: **1. The ANDM Assessment Bidder Form (available on ANDM website.www.andm.gov.za) 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.** **2. In ADDITION to the above, a traceable record will be evaluated on the basis of:** **Appointment letters or official purchase orders**	**50**

Capacity and Expertise to Undertake the Project: **Note: The scoring in this section is preferably non - cumulative, unless justifiable to the Specification Committee**	**50**
A Project Team with the following areas of expertise:	**[50]**
The team with three of the following qualifications will get full points: Higher education in **Civil Engineering, Environmental Science/Management and Chemical Engineering**	50

The team with two of the following qualifications will get minimum points : Higher education in **Civil Engineering, Environmental Science/Management and Chemical Engineering**	30
A team with one of the following qualifications will get a minimum points: Higher education in **Civil Engineering, Environmental Science/Management and Chemical Engineering**	20
Total Scoring **NB: Attach CV and certified copies by commissioner of oath not older than 3 months for all qualifications**	**50**
MAXIMUM SCORING **[50+50]**	**100**

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

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

RECOMMENDED/~~NOT RECOMMENDED~~

14/07/2026

MR L.NDOKO **DATE**

DIRECTOR: STRATEGIC GOVERNANCE

APPROVED/NOT APPROVED

MR Z.H SIKHUNDLA **DATE**

MUNICIPAL MANAGER

Comments: