



TERMS OF REFERENCE

MT AYLIFF & MT FRERE
WATER SAFETY PLAN HIRA

1. Introduction.

The Directorate of IDMS in Alfred Nzo District Municipality (ANDM) is facilitating the development of Water Safety Plan (WSP) HIRA for the district. The ANDM is composed of the Umzimvubu, Ntabankulu, Bizana and Matatiele 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.

2. Purpose of the project

The project resulted from the mandate that the Alfred Nzo District Municipality (ANDM) must play a role in ensuring the safe environmental management practices that will ensure a sustainable service delivery that is not harmful to the people. In terms of the RSA constitution of 1996, S2 (24), everyone has a right to a healthy environment. A healthy environment is the one that is conducive for sustainable development and service delivery.

This project therefore, aims at providing options for the municipality to provide people with safe and clean water for consumption. The main purpose of the project is to develop a comprehensive, preventative Water Safety Plan. The plan are a form of water quality assurance through multi-barrier concept WHO. The multiple barrier principle implies that actions are required are at all stages in the process of producing and distributing water in order to protect water quality. The water safety plan description will cover the whole system from the source, treatment and consumers.

3. Objectives of the project

Objectives of water safety planning are to ensure good drinking water supply practice, minimization of contamination of water sources, reduction or removal of contamination through treatment processes and the prevention 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 household systems and are achieved through:

- Development of an understanding of the 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 the control measures within the water system
- Timely corrective actions to ensure that safe water is consistently supplied and undertaking verification of drinking.

4. Role of Service Provider

4.1. Scope and Extent of work.

- This task mostly involves 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.

The project time frame is three (3) months from the date of appointment of the service provider. The successful Service provider will have to assist ANDM with undertaking Water Safety Plan Hazard Identification and Risk Assessment for Mt Ayliff and Mt Frere water supply system.

4.2 STAKEHOLDERS CONSULTATION

Through consultation between the service provider and the Alfred Nzo District Municipality, the service provider will provide scientific guidance, while the municipality of Alfred Nzo will be responsible for undertaking the stakeholder consultations where necessary

4.3 PROJECT MANAGEMENT

In case where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take full responsibility of the work of the sub-contractors. The project is to be co-ordinated and

managed by an Operational Team comprising of Officials from the Alfred Nzo District Municipality as well as the appointed service provider. A project team leader/ management will act as a liaison party between the service provider and the ANDM.

5. EDUCATION AND CAPACITY BUILDING

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with ANDM officials during the time of the project. For monitoring purpose it is advisable that during the site visits and other tasks the municipal officials working in the WSP and Environmental units be involved to ensure the credibility of this task.

6. REPORTING MECHANISM

Since the project is to be completed within three months, appointed service provider will have to produce draft report for inputs and final draft report for adoption by different council structures.

7. REFERENCE MATERIALS

It is recommended that the following documents be used for reference purposes:

- Integrated Development Plans (IDPs) for the district
- Water Safety Plan

8 CRITERIA FOR SELECTION

In terms of this policy, the project will follow a 7 day quotation tender process of 80/20. In addition, the following criteria will be considered:

Proposals will be evaluated based on the following criteria (100)

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Qualification	50
• Methodology	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	

BBBEE POINTS	20
Price	80
TOTAL	100

Functionality	Weight
Qualification	40
A service provider must have either of the following qualifications: ❖ Civil engineering or Environmental Science/Management or chemical engineering. (proof of qualifications to be attached)	40
EXPERIENCE	10
A service provider must have been conducted or completed either of the following projects: ❖ Two projects in Water Safety Plan HIRA identification ❖ One project in Water Safety Plan HIRA identification	10 05
METHODOLOGY	50
❖ Procedures on undertaking risk assessment for Water Safety Plan. ❖ Relevant legislations governing Water Safety Plan.	30 20

NB: Bidders scored less than 70% of points allocated for functionality will not be considered further for price.

For any queries regarding this terms of reference, feel free to contact Ms N Chonco at telephone number 039-254-5069/5089 during normal office hours.



APPROVED/NOT APPROVED
ZH. SIKHUNDLA
MUNICIPAL MANAGER



ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY

ADVERT

MOUNT AYLIFF & MOUNT FRERE WATER SAFETY PLAN HIRA

ANDM/IDMS/119/28/11/18

Alfred Nzo District Municipality (ANDM) invites all interested Accredited Service Providers to submit quotations for MT Ayliff and MT Frere Water Safety Plan HIRA.

Bid Number	Notice	Project Name	Closing Date
ANDM/IDMS- /118/28/11/18		MOUNT AYLIFF & MOUNT FRERE WATER SAFETY PLAN HIRA	12 December 2018 @ 12:00

Documentation

Terms of reference can be obtained from our website at no cost www.andm.gov.za

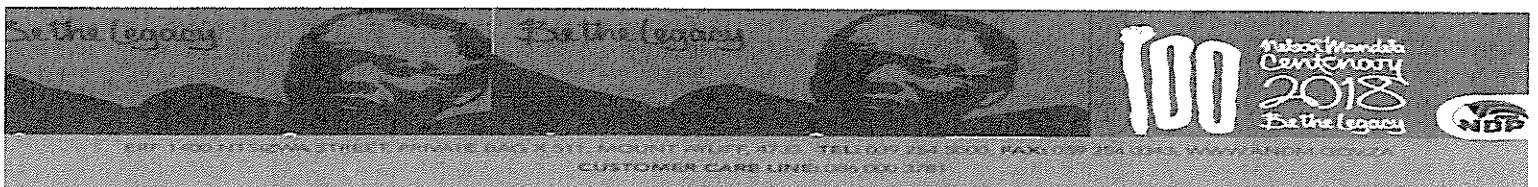
Scope and Extent of work.

- This task mostly involves 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.

➤ NB:

- Suppliers are expected to deliver within 14 days for any goods/services.
- Orders will be cancelled for suppliers who did not deliver within the expected time frame.

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Notes to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate
- Municipal clearance certificate certifying that no municipal rates and service charges owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit.
- **Copies of ID documents and all submitted certificates must be certified**
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD6.1. **Failure to submit will result in zero points score for BBBEE status level**
- Joint Venture agreement (where applicable).
- Bids received after the published closing date will not be considered and will not be opened
- **All bidders should complete MBD1, MBD 4, MBD 8 and MBD 9 and ethics commitment for suppliers or contractors of Alfred Nzo District Municipality.**
- **Assessment bidder form should be completed and stamped by previous employer and attached with tender submission.**
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to business with all organs of state in the Republic of South Africa.

EVALUATION CRITERIA

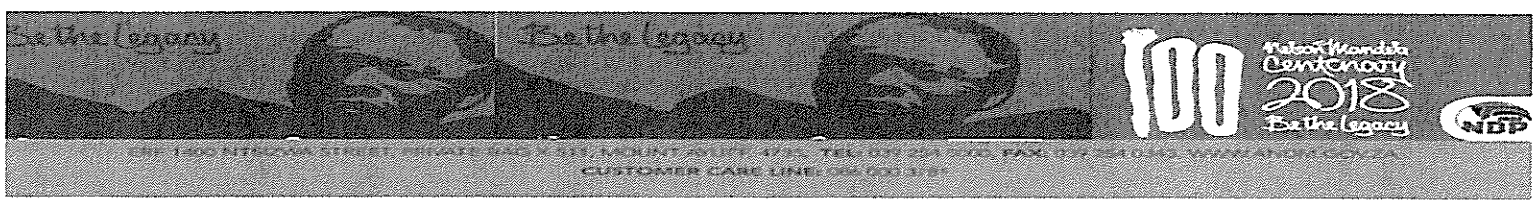
PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

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

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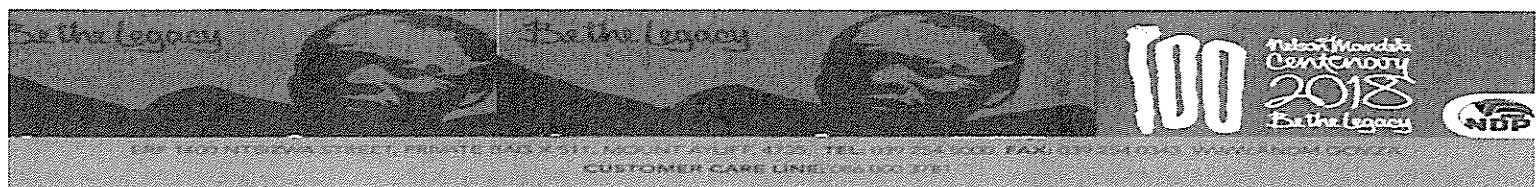


ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Qualification	50
• Methodology	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

BID CLOSING DATE

Completed quotation with supporting documents (and any supporting documents) must be placed in a sealed envelope. And clearly marked “**MT Ayliff & MT Frere Water Safety HIRA**” and be deposited in the Municipal Tender Box at Alfred Nzo District Municipality (Reception area), ERF 1400 NTSIZWA Street, Mount Ayliff at **12:00am, on the 14th December 2018** where quotation bids will be **opened public** shortly afterwards at ANDM reception area. On that day all the received bids will be opened in public at ANDM reception area, quotation bids will be valid for 90 calendar days from this closing date. Late, incomplete, telegraphic, or facsimile quotation bids will not be considered. The council is not bound to accept the lowest or any quotation bid or to furnish reasons for its decisions. Quotation bid not submitted properly sealed and marked envelopes and/ or deposited in the tender box as prescribed in this notice on the date and time indicated will NOT be opened or considered. And any assistance in completing partly or full of bid from ANDM Official or Councilor will result in disqualification of bid.

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BID ENQUIRES: Enquiries should be directed to

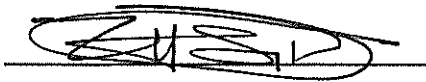
Enquiries should be directed to Mr Z Mbuyana on 039 254 5000 Ext 5076, email address mbuyanaz@andm.gov.za, and all SCM related enquiries to be directed to Mr. A. Mthwesi on 039 254 50000 Ext 5134, email address: mthwesia@andm.gov.za .

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street.

Mount Ayliff

4735



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**