

TERMS OF REFERENCE



ALFRED NZO
DISTRICT MUNICIPALITY

**GIS RURAL SANITATION DATA CAPTURE FOR MBIZANA
LOCAL MUNICIPALITY (WARD 18&20)
2019/20 FINANCIAL YEAR**

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
P/Bag x 511
Mount Ayliff
4735

Acting Exec Manager LED & Planning: Mr M. Vakalisa
Contact Person: S. Jijana
Tel: 039 254 5088
Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	2
1.1 INTRODUCTION	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	2
1.2.1 Overall objective.....	2
1.2.2 Specific Objectives	3
2. SCOPE & extent of work.....	3
3. PROJECT TIME FRAME	4
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	5
5. STAKEHOLDERS CONSULTATION	5
6. PROJECT MANAGEMENT.....	5
7. EDUCATION AND CAPACITY BUILDING.....	5
8. LOCAL LABOUR RECRUITMENT.....	6
9. REPORTING MECHANISM.....	6
10. SUBMISSION OF BIDS	6
11. EVALUATION CRITERIA.....	6

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

In 1996, the draft National Sanitation policy was developed with the sole purpose of improving the health and quality of life of the entire South African population. Promotion of access to improved sanitation facilities is one of the basic human rights that could assist in achieving the envisaged quality of life. Improved sanitation facilities refers to the percentage of population with at least adequate access to excreta disposal facilities that can effectively prevent human, animal and insect contact with excreta. These facilities range from simple but protected pit latrines (appropriate for water scarce and less densely populated areas) to flush toilets with a sewage connection. Lack of proper sanitation facilities promotes the spread of preventable disease like cholera and diarrhoea.

Since the constitution of South Africa (Act 108 of 1996) tasked local government with responsibility for the provision of water and sanitation services, the local election of 2001 saw the shift of responsibility for delivery of these services from Department of Water Affairs to relevant municipalities. A range of municipal legislations have been developed including; Municipal Demarcation Act 27 of 1998, Municipal Structures Act 117 of 1998 as well as Municipal Systems Act 32 of 2000 to guide these municipalities in service delivery endeavours.

Under the Municipal Structures Act 117 Of 1998, the Alfred Nzo District Municipality (ANDM) was appointed a Water Service Authority (WSA) with a duty to provide efficient, affordable, economical and sustainable access to water and sanitation services. Significant strides have been made in this regard although there are still some challenges eradicating sanitation backlogs. It is against this background that the ANDM has taken an initiative to physically verify the completed sanitation facilities in order to map the service delivery road already travelled and also to effectively plan for future interventions. This will also enable the municipality to keep accurate records of the spatial distribution and location of services.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Geographic Information System has become an essential tool for monitoring service delivery, providing answers for decision making and problem solving. The current

sanitation data in the municipal database has a lot gaps and inaccuracies which prove to be a challenge and might lead to ineffective decision making. Therefore, the purpose of the project is to survey the location (X, Y, Z coordinates) by means of Global Positioning System (GPS) and thus physically verify the rural sanitation as well as related facilities for wards 18&20 of Mbizana Local Municipality the information captured must be accompanied by detailed attribute information about the infrastructure as well as a photograph.

This dataset will also assist in building organisational knowledge, for instance if an employee understands the spatial distribution of sanitation facilities within the ANDM suddenly leaves the organisation, all his knowledge and data will be available in a central database for his/her successor. In summary GIS products provide a visual framework for conceptualizing, understanding and prescribing action

1.2.2 Specific Objectives

The power of GIS lies in the completeness and accuracy of spatial data managed by the system. During the development of the District's Sanitation Master Plan, an effort was made to collect, consolidate, verify and update spatial information using aerial imagery. However, this info was never physically verified, it was only a desktop exercise. Therefore, the main objective of this project is to seek services of a qualified service provider to assist the ANDM in updating the sanitation data in the GIS database in order to fill the gaps identified.

The Specific objectives of the project include; but not limited to:

- Capturing Data
- Physical Verification of features to be captured
- Production of a Shapefile/Geodatabase and accompanying attributes for the recently captured data
- Incorporate the data into the GIS Database
- Photographs and descriptions of captured features.
- Recommendation on required intervention.

2. SCOPE & EXTENT OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the rural sanitation data capturing projects and submit shapefile for the following datasets:

No.	GIS Data Set	Important Attributes
1	VIP Toilets	Name and Surname of the owner, ID Number, Dwelling (Erf) Numbers, Position (X,Y ,Z Co-ordinates), VIP Condition

The ANDM GIS unit will also undertake random control field audits. If the data submitted by the service provider is found to be incorrect, it will be the responsibility of the service provider to rectify or collect outstanding data at his own cost before payments can be processed.

The following also need to be taken into consideration:

- All data must be provided in ArcView/ ArcMap shapefile or Geodatabase.
- The data should be provided in Geographic projection (Latitude and Longitude) and WGS84 Datum.
- All text in the attribute table must be accurately spelt.
- Attribute feature names and descriptions should be in line with current standards such as SAGDAD (The South African Geospatial Data Dictionary).
- All data must be accompanied by metadata.
- All VIP toilets in each ward must be captured by the Service Provider regardless of his/her criteria of billing per VIP toilet.

Standard clause not to be removed from the template:

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

3. PROJECT TIME FRAME

The project time frame will be Two (2) months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019

The project proposal must contain the following:

- Clear method and planning process to be followed;
- Comprehensive company profile and contact person to be responsible for the project.

- Names and qualifications of all professionals responsible for the project and further indicate if some consortium will be formed;
- Clear time frame for completion of the project
- Clear project budget aligned to the tasks or activities.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

At the end of the project, the service provider will be expected to submit the following:-

- A detailed and comprehensive report on findings
- An ArcGIS 10 shapefile or Geodatabase
- A0 laminated Wall map

5. STAKEHOLDERS CONSULTATION

The consultation with stakeholders is one of the vital components for the success of this project. With assistance from the ISD unit, the stakeholders from the affected wards will have to be engaged to explain the nature of the project and request the necessary cooperation.

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) 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 service provider will have to be submitted to the Project Operational Team 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. EDUCATION AND CAPACITY BUILDING

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the relevant officials and management from the Alfred Nzo District Municipality during the duration of the project.

8. LOCAL LABOUR RECRUITMENT

The appointed service provider will be required to employ local labour using Department of labour's daily rate.

9. REPORTING MECHANISM

It is expected that progress be presented every two (2) weeks to the Project Steering Committee for comments and input. The Project Manager has the right to change frequency of reporting as and when necessary. Reporting process will be in presentation format.

10. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: **“Proposal number or GIS Rural Sanitation Data Capture”** and placed in the tender Box in Alfred Nzo District Municipality not later than 10H00 on the_____. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

EVALUATION CRITERIA

Evaluation criteria of the tenders;

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.

EXAMPLE:

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
Previous Experience	40
Capacity and Expertise	50

Methodology	10
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience [DO NOT REMOVE THIS TABLE] Note: The scoring in this section is not cumulative	Weighting [40]
Proven track record of experience for completion of 4 GIS Rural Sanitation projects or any data capture knowledge	40
Proven track record of experience for completion of 3 GIS Rural Sanitation projects or any data capture knowledge	30
Proven track record of experience for completion of 2 GIS Rural Sanitation projects or any data capture knowledge	20
Proven track record of experience for completion of 1 GIS Rural Sanitation project or any data capture knowledge	10
Maximum Weighting	40
<p>Note COMPULSORY attachments for verifying work done:</p> <ol style="list-style-type: none"> 1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 4 Projects were done, 4 Assessment of bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: An order/appointment letter specifying the contract amount for each project completed. 	

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

NQF level 6 qualification in Geographic Information System (GIS) or Spatial information management or Environmental Sciences/Studies or Geology or Geography or Land Survey or Hydrology or Geomatics.	30
NQF level 6 qualification in Social Sciences	10
Registration with South African Council for Professional and Technical Surveyors (PLATO) or South African Geomatics Council (SAGC) or any relevant professional body	10
Maximum Weighting	50
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Methodology	[10]
Work plan attached explaining (project milestone, activities, responsibility for each personnel & time frame)	6
Demonstrate approach to training & skills transfer	4
Maximum Weighting	10
Total Maximum Weighting	100
[40+50+10]	

For any queries regarding this tender, please contact Ms S Jijana for project related queries on (039) 254 5088 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

Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



Mr M. Vakalisa

ACTING SENIOR MANAGER: PLANNING & LED

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

*Terms of reference approved by
the BID Specification Committee*