



ALFRED NZO
DISCTRICT MUNICIPALITY

TERMS OF REFERENCE

TERMS OF REFERENCE: FOR MEDICAL EXAMINATION FOR SEWER AND WATER RETICULATION EMPLOYEES- ANDM

2019/20 FINANCIAL YEAR

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

2. Acquire service of an accredited suitable qualified service provider to assist in conducting medical examination for sewer and water reticulation employee for Alfred Nzo District Municipality.

2.1 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

- 2.1. To conduct medical examination on Alfred Nzo district municipality employees working with sewer and water reticulation.
- 2.2. Analyse the health status for each employee and make recommendations.
- 2.3. After conducting medical examination provide a detailed report with recommendations for each employee.

Overall objective

- 3.1. Conduct medical examination / assessment about health status of each and every employee.
- 3.2. Conduct medical examination / assessment within the sewer and water reticulation in ANDM.
- 3.3. To conduct medical examination and produce reports of each employee after consultation.

1.2.1 Specific Objectives

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.

NB: No compulsory briefing session

1. SCOPE OF WORK

1 Routine general primary health care which includes BP, HGT, Weight, Height, BMI and history.

4.2. Do occupational tests follow which includes

- a. Vaccination
- b. Hepatitis and Typhoid – Hepatitis A(1 dose the second will be done within 6 to 12 months and typhoid is 1 injection then will be administered after 3 years.
- c. Do audiometry; spirometry and vision screening for drivers/ machine operators'. Snellen's chart will be done for plant /process controllers/ general assistants.
- e. Do chest X rays if there is suspected TB where applicable.
- f. Do ECG on patients with high cardiovascular risk where applicable

The project will be done in the following arrears as follows:

AREA	TOTAL NUMBER OF EMPLOYEES
Umzimvubu – MT AYLIFF AND MT FRERE	57
MATATIELE	25
NTABANKULU	28
MBIZANA	35

2. PROJECT TIME FRAME

The project time frame will be 1x month from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019

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3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

4. Signing service level agreement and a performance plan with the municipality.
5. Providing invoices as per the agreed amount of money for the project.
6. Preparations and compilations of project reports as per the project milestone
7. Submission of a final and closed out report.

8. 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.

9. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the project Manager on a weekly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

10. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project Proposal – Servicing of fire equipment" and placed in the tender box in the 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.

11. 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.

STAGE 1 OF EVALUATION - FUNCTIONALITY	(%)
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION - PRICE & PRICE PREVENTIAL POINT	(%)
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Proven track record of experience for completion of 5 projects with a value of R 150 000.00 and above in medical examination.	50
. Proven track record of experience for completion of 4 projects with a value	40

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of R 150 000.00 in medical examination.	
Proven track record of experience for completion of 3 projects with a value of R 150 000.00 in medical examination.	30
Proven track record of experience for completion of 2 projects with a value of R 150 000.00 in medical examination.	20
Proven track record of experience for completion of 1 projects with a value of R 150 000.00 and in medical examination.	10
	0
Maximum Weighting	50
<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. eg; If 5 Projects were done for ANDM, 5 Assessment of bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> - An appointment letter or purchase order for each project completed 	

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	[50]
A Project Team with the following areas of expertise:	[30]
Team member must have National Diploma in Occupational Health	15
Team member must have MB CHB degree	10
Team member must be registered with HPCSA, SASOM and SASTM	5

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Attach CV and certified copies of certificates not later than 3 months.

2. REQUIREMENTS

A service provider must:

1. be registered in the municipal data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate
4. Submit a valid accreditation letter/ certificate from SABS stipulating that the provide.is accredited to do the immunization **Activities**.
5. Undertake to provide the required service from the date of appointment to the end date.
6. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverable;
7. Signing of a Service Level Agreement with the Alfred Nzo District Municipality
8. The service provider must have previous experience with regards to servicing of fire equipment on an organizational wide scale backed by at least three contactable references.
9. Service provider must demonstrate capacity to deliver on the project and share their methodology in details.

9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality and The Acting Executive Manager: Corporate Services is the designated Project Manager.

10. PROJECT TIMEFRAME

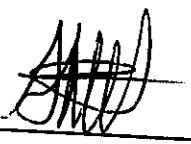
The contract is for a period two months.

11. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Submitted by: 
Mr. L. MATIWANE

Date: 06 August 2019

 approved
Mr. L. Mdutyana

Comments by Chairperson:

Terms of reference approved by the
BIS Specification Committee

