



# **ALFRED NZO**

**DISCTRICT MUNICIPALITY**

## **TERMS OF REFFERENCE**

### **ALFRED NZO DISTRICT MUNICIPALITY'S MOUNT AYLIFF AND MBIZANA WWTW PANT AUDIT**

**2019/20 FINANCIAL YEAR**

**Issued and Prepared by:**  
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## **BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

The Directorate of Municipal Manager – Water Services Authority in Alfred Nzo District Municipality (ANDM) is facilitating the plant process audit for Mount Ayliff and Mbizana WWTW. 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 develop a process plant audit for Mount Ayliff and Mbizana WWTW. The audit is in line with the Integrated Development Plan document and is based on the process as required by the Municipal Systems Act, No 32 of 2000, National Water Act, No 36 of 1998, and other relevant legislation and guidelines such as blue drop which is the South African Drinking Water Quality Incentive- based Regulation.

#### **1.2.2 Specific Objectives**

The main objectives of the plan are:

- To ensure safe drinking water through good water supply practices from catchments area to consumer at ANDM.
- To ensure good water supply practices will also assist ANDM to reach the following:
  - To prevent contamination of water sources

- To treat water or to reduce or remove contamination that could be present
- To prevent re-contamination during storage, distribution and handling of waste water.

## **2. SCOPE & EXTENT OF WORK**

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the following:

- Plant performance assessment.
- Detailed design assessment.
- Operational assessment.
- Administration assessment.
- Priority of performance limits factors-guidelines.
- Implementation plan.

## **3. PROJECT TIME FRAME**

The project time frame will be 3 months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019.

## **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
- Implementation Plan

## **5. STAKEHOLDERS CONSULTATION**

Through consultation between the appointed 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. This therefore means that 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 also engagement and up skilling of the Project Steering Committee.

## **5. 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 Water Services Authority team led by Water Quality Technologist of 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 officials and some members of the PSC 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 upon completion of each project milestone on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

## **8. SUBMISSION OF BIDS**

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal –Mt Ayliff and Mbizana WWTW Plant Audit" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 12h00 on the \_\_\_\_\_. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

## **9. 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.

<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	20
• Capacity and Expertise	40
• Methodology	40
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

<b>Previous Company Experience</b>	<b>Weighting</b>
<b>[Note: The scoring in this section is not cumulative]</b>	
Traceable record for successful completion of a minimum of 03 project in waste water treatment process audit	20
Traceable record for successful completion of a minimum of 02 project in waste water treatment process audit	15
Traceable record for successful completion of a minimum of 01 project in waste water treatment process audit	10
<b>Maximum Weighting</b>	<b>20</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p><b>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 3 Projects were done for ANDM, 3 Assessment of bidder forms must be completed.</b></p> <p><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b></p> <p><b>- An appointment letter or official order specifying the contract amount for each project completed (1 appointment letter or official order per project completed)</b></p>	

<b>Capacity and Expertise to Undertake the Project</b>	<b>Weighting</b>
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>[40]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[40]</b>
A service provider with the two of the following qualifications: National Diploma: civil Engineering or Environmental Science/Management or Chemical Engineering ( proof of qualification to be attached)	40
A service provider with the one of the following qualifications: National Diploma: civil Engineering or Environmental Science/Management or Chemical Engineering ( proof of qualification to be attached)	20
<b>Maximum Weighting</b>	<b>40</b>
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	
<b>METHODOLOGY</b>	<b>Weighting</b>
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>[40]</b>
<b>Procedures on undertaking Waste Water Process Audit</b>	<b>[30]</b>
Water supply system Assessment	05
Hazard Assessment Identification	10
Risk management Assessment	10
Monitoring and verification	05
<b>Relevant legislations governing Waste Water.</b>	<b>[10]</b>
A service provider with the knowledge of 03 legislations governing waste water processes	10
A service provider with the knowledge of 02 legislations governing waste water processes	05
<b>Maximum Weighting</b>	<b>10</b>

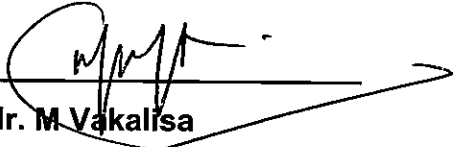
For any queries regarding this tender, please contact N Chonco for project related queries; on (039) 254 5069/5089 or;




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**

Yours in municipal administration,

  
\_\_\_\_\_  
**Mr. M. Vakalisa**  
**ACTING SENIOR MANAGER: PED**

**Recommendation by Specification Chairperson:**

Approved/Not Approved  
  
\_\_\_\_\_  
**Mr. L. Mdutyana**

**Comments by Chairperson:**

*Terms of reference approved by the  
BIA Specification Committee*

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