

**ALFRED NZO**  
DISTRICT MUNICIPALITY

**TERMS OF REFERENCE**

**ALFRED NZO DISTRICT MUNICIPALITY'S  
MATATIELE & BELFORT PLANT AUDIT**

## **INTRODUCTION**

The Directorate of IDMS in Alfred Nzo District Municipality (ANDM) is facilitating the plant process audit for Matatiele and Belfort WTW. Municipal Systems Act 32 of 2000 emphasises on the role of the municipality to provide clean and safe environment that will promote sustainable development.

### **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 conduct the process plant audit for Ntabankulu and Nomlacu water treatment works in order to ensure the performance of the supply system. The audit focuses at the water that the municipality provides to people and the water supply description should cover the whole system from the source to the point of supply (covering type of source, design, treatment processes and distribution network). The audit will assist the municipality in ensuring the reduction of incident or prevalence of commucable diseases, spread through drinking water that is not fit for human consumption.

### **3. OBJECTIVE OF THE PROJECT**

The objective of this project is to develop a process plant audit for Matatiele and Belfort WTW. 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. 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 drinking water

#### **4. ROLE OF A SERVICE PROVIDER**

##### **4.1 SCOPE AND EXTENT OF WORK**

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

The project time frame is two (2) months from the date of appointment of the service provider. The successful Service provider will have to assist ANDM in developing the process plant audit for Matatiele and Belfort water treatment works.

The project proposal must contain the following:

- Clear method to be followed;
- Clear participation process or approach (both public and technical);
- Comprehensive company profile and contact person to be responsible for the project and further indicate the names of other professionals if some consortium will be formed;
- Clear time frame for completion of the project (final deadlines for phased products will be finalized with the successful bidder);
- Clear project budget aligned to the tasks or activities.

##### **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, as it is a vital component when establishing a Project Steering Committee.

### **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 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 project steering committee.

### **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 the project steering committee and management officials within the institution 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 the plan.

### **6. REPORTING MECHANISM**

It is expected that regular progress reports be presented to the Operational Team and bi-weekly reporting to the both Operational and Steering Committee. The Project Manager has the right to change frequency of reporting as and when necessary.

### **7. REFERENCE MATERIALS**

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

- Integrated Development Plans (IDPs) for both the district and local municipalities;
- Water Service Development Plan
- Water Quality Monitoring results
- Sample points coordinates

## 8. CRITERIA FOR SELECTION

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

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

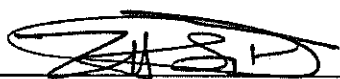
ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
<b>Functionality</b>	<b>100</b>
• <b>Qualification</b>	<b>40</b>
• <b>Methodology</b>	<b>10</b>
• <b>Experience</b>	<b>50</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>

Functionality	Weight
<b>Qualification</b>	<b>40</b>
The team with the following qualifications will get full points (50): civil engineering, environmental management/science, chemical engineering. (proof of qualifications to be attached)	40
The team with any two of the above qualifications will get a maximum point of 30 points(proof of qualifications to be attached)	30
The team with only one of the above qualifications will get a maximum point of 10 points(proof of qualifications to be attached)	10
<b>METHODOLOGY</b>	<b>10</b>

10 points(proof of qualifications to be attached)	
<b>METHODOLOGY</b>	<b>10</b>
❖ 30 points for brief report which cover:	
✓ Procedures on assessment of water treatment works and wastewater treatment works.	10
✓ Relevant legislations on operation of water treatment works and wastewater treatment works.	05
<b>EXPERIENCE</b>	<b>50</b>
❖ Service provider who has undertaken WTW process audit four (4) times and more, maximum of 30 points may be awarded.	30
❖ Service provider who has undertaken WTW process audit two (2) to four (4) times, maximum of 15 points may be awarded.	15
❖ Service provider who has undertaken WTW process audit one (1) to two (2) times, maximum of 05 points may be awarded.	5

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 or Ms B Khathali at telephone number 039-254-5069/5089 during normal office hours.



**APPROVED/NOT APPROVED**  
**ZH. SIKHUNDLA**  
**MUNICIPAL MANAGER**