



# HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

## OFFICE OF THE MUNICIPAL MANAGER

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### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR WATER SERVICES DEPARTMENT PROJECTS

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the appointment of consultants for the water services department project.

#### DETAILED SCOPE OF WORK

The main purpose of the project is to review the water safety plan and conduct the process audits for Water Treatment Works listed below in order to ensure the improved performance of these systems. The project's focus should be on the functionality of each unit of the treatment works, administration, water quality and effluent quality. With water safety plan, the description should cover the whole system from the catchment, head of works to consumer point (covering design type, treatment processes and distribution). The project will assist the municipality in ensuring that the treatment works is functioning to its maximum capacity. With water treatment works process audits, the quality of water will improve and less water quality failures will be logged on to the IRIS (Blue Drop System). Recommendations from water treatment works process audits will be incorporated into the IDP in the form of O&M projects.

Scope of work for Process Audits includes the following:

- Overview of the treatment works
- Plant performance assessment.
- Water quantity/demand assessment

- Water Quality assessment
- Unit process evaluation
- Detailed design assessment.
- Operations, maintenance and administration assessment.
- Process controller evaluation/ assessment.
- Priority of performance limits factors-guidelines.
- Recommendations
- Time-bound Implementation plan

For Water Safety Plan, the review must cover the following but not limited to:

- System Description
- System Hazard Identification and Risk Assessment
- Monitoring Programme
- Incident Management Plans/Protocol
- Action Plan, time bound and costed Implementation Plan

Below is the list of treatment works to be subjected to process auditing and water safety plans to be reviewed.

1. Kokstad	11. UMzimkhulu WTW
2. Franklin	12. Ibisi WTW
3. Underberg	13. Highlands Wash bank WTW
4. St Apolararis	14. Mnqumeni WTW
5. Creighton	15. Rietvlei WTW
6. Bulwer	16. Machunwini WTW
7. Mqatsheni	17. Njunga WTW
8. Hlanganani	18. Nokweja WTW
9. Mangwaneni	19. Sqandulweni WTW
10. Riverside	20. Chibini WTW

Below is the functionality criteria;

Criteria	Points allocation	Points	Total Points
Experience of Bidder with Wastewater / Water Treatment Works Process Audits projects	Bidder has completed 3 or more Waste/Water Treatment Works Process Audits projects with 3 traceable references, including contact details.	40	40
	Bidder has completed 2 Wastewater /Water Treatment Works Process Audits projects with 2 traceable references, including contact details.	30	
	Bidder has completed 1 Wastewater	10	

Criteria	Points allocation	Points	Total Points
	water /Water Treatment Works Process Audits project with 1 traceable reference, including contact details.		
	<b>Bidders to attached appointment letters and reference letters (stamped) signed by the Accounting Officer or the Head of the Department of the institution where services were rendered</b>		
Relevant experience of a Scientist within the company	Scientist with over 5 years' experience in Wastewater / Water Treatment Works Process Audits and a minimum qualification of a recognised 3-year qualification (3-year Diploma or 3-year Bachelor of Science Degree)	20	20
	Scientist with between 3- and 5-years' experience in Wastewater / Water Treatment Works Process Audits and a minimum qualification of a recognised 3-year qualification (3-year Diploma or 3-year Bachelor of Science Degree)	15	
	Scientist with between 0- and 2-years' experience in Wastewater / Water Treatment Works Process Audits and a minimum qualification of a recognised 3-year qualification (3-year Diploma or 3-year Bachelor of Science Degree)	10	
	<b>Bidders must attach CV, certified copies of qualification and proof of registration with the South African Council for Natural Scientific Professions (SACNASP)</b>		
Water Treatment Works Process Audits method statement	Attach method statement on Water Treatment Works Process Audits	10	10

Consultants who achieve a minimum of 60% of the total available points, in accordance with the criteria, will qualify for stage two of the evaluation.

### **SPECIFIC GOALS**

<b><u>1. Ownership</u></b>	<b><u>Verification Method</u></b>	<b><u>Weighting</u></b>
<ul style="list-style-type: none"> <li>Promotion of black owned enterprises. 100% Black owned.</li> </ul>	ID Copies of directors, Company registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li>Promotion of woman owned enterprises more than 50 %</li> </ul>	ID Copies of directors, Company registration, CSD and shareholder	4

	certificates.	
<ul style="list-style-type: none"> <li>Promotion of people with disabilities more than 50%</li> </ul>	ID Copies of directors, Company registration, CSD and shareholder certificates. Medical certificates.	4
<ul style="list-style-type: none"> <li>Promotion of youth</li> <li>≥35 years of age, 100% youth owned enterprise.</li> </ul>	ID Copies of directors, Company registration, CSD and shareholder certificates.	6
<ul style="list-style-type: none"> <li><b>TOTAL</b></li> </ul>		<b>20</b>

**The Consultant should also note the following:**

- The project time frame is four (04) months from the date of appointment.
- Both Process Audits and Water Safety Plan Documents are to be submitted in a soft and hard copy format. Appointed Service Provider will be required to attend inception meeting and report progress to a team of officials from Water Services, BTO and Corporate Services.

**NB:** In the case whereby the appointed consultant appoints the services of other consultants or sub-contractors, the appointed consultant will take responsibility of the work of the sub-contractors.

**Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:**

- Valid tax clearance certificate or SARS pin
- Central Supplier database registration

**The following conditions will apply:**

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- 80/20 Preference points system will be used in Evaluation.

- Your company must be registered on municipal database and central supplier database.

### **CLOSING DATE**

The closing date for the bidders is on **16 July 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Water services department services projects process audits"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

### **BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Mrs. B. Khathali** on 039 834 8700 during working hours.

  
**Mr. G.M Sineke**  
**Municipal Manager**