

O. R TAMBO DISTRICT MUNICIPALITY



TERMS OF REFERENCE

DESCRIPTION

Update and Preparation of the Infrastructure Register

Purpose of this Document

O. R. Tambo District Municipality (ORTDM) wishes to appoint suitably qualified and competent service providers with relevant experience to submit proposals for the compilation and update of the Infrastructure Register of the district municipality from 01 July 2010 to 30 June 2011. The aim of ORTDM is to ensure that all infrastructural assets are fully accounted for and are included in the assets register of the municipality at correct costs and values.

Background

O R Tambo District Municipality has seven local municipalities (LMs) under its jurisdiction. The LMs are King Sabatha Dalindyebo, Mhlontlo, Nyandeni, Port St John's, Ingquza Hill, Tabankulu and Mbizana, from east to the west the district measures 170,000 km's and from north to south 121,700 km's and 12857 km² in extent.

The district is both the water services authority and water services provider for all the municipalities mentioned. For each municipal area there is bulk infrastructure (underground pipes, water pump stations, spring protection, water reservoirs etc) for both water and sanitation and community facilities.

From the year ended 30 June 2009, the district municipality as the high capacity municipality had to comply to the National Treasury regulations that all the items of Property, Plant and Equipment (including Infrastructure assets) have to be accounted for and recorded in prescribed asset register with description, cost, depreciation and location and condition and be compliant to GRAP 17.

Broad Scope of Works and Terms of Reference

The appointed service provider will be required to update of the existing O. R. Tambo District Municipality Infrastructure Register to ensure that it complies with the requirements of GRAP17. In order to achieve this, the service provider will:

- Obtain the existing infrastructure asset register.
- Effectively and efficiently correct the 09/10 and previous year's work-in-progress to ensure that it is accurate, complete, comparable, reliable, relevant and consistent with applicable standards.
- Trace all infrastructure assets from the asset register that were not completed at year end.
- Liaise with the infrastructure department and obtain all new awarded tenders in respect of infrastructure assets.
- Trace all new additions to the payment vouchers for new infrastructure assets added and those that are still in progress from the previous financial year.

- Determine the cost of each component of the infrastructure asset per location and water services unit
- Physically verify the assets at their locations to ensure existence and completeness.
- Ensure compliance with the requirements of GRAP 17 in respect of initial recognition of the asset
- Ensure full compliance with the latest directives of the National Treasury
- Determine the impairment costs of all infrastructure assets
- Process the data and update the register by the additions determined and ensure that their references are updated in full with regards to invoice numbers and cheque number
- Analyse the infrastructure register and determine the value to the infrastructure asset register
- Analyse the infrastructure asset register as per new demarcations up to the end of May 2011.
- Submit the complete infrastructure assets register per the demarcations.

Management of the Project

- A working committee comprising of the appointed service provider and ORTDM members will be established to oversee preparations of the infrastructure assets register for the year ending 30 June 2010.
- Regular status report meetings will be held by the working committee whereby the service provider will be expected to report on implementation of the action plan. The appointed service provider will also be required to submit written reports to GFC during status report meetings.

Proposal Submissions and Requirements

Service providers are hereby requested to submit proposals which are clear in terms of costs/fee structures clearly indicating VAT and all disbursements.

Selection Procedures

- Please note that the adjudication of bids will be done in line with the applicable ORTDM Procurement Policy and Procedures.
- The final decision and successful appointment will be made by the ORTDM and no correspondence will be entered into thereafter. The ORTDM reserves the right to ultimately decide not to appoint any service provider in terms of this call for bids.
- The successful applicant must be ready and available to commence work immediately on appointment.

Expertise Required and Criteria for Awarding Contract

- All written submissions will be assessed against the following criteria:
- Extensive relevant experience in preparation of the infrastructure assets register.
- Clear and unambiguous methodology to be followed to complete the project plan.
- Relevant qualifications and experience of the team to be utilized in the project.
- Evidence of successful previous implementation of the project of this nature.

Contractual Arrangements

- The ORTDM will establish a Service Level Agreement with the appointed service provider based on a final negotiation of the remuneration arrangements as based on the outlined fee structure and implementation schedule.
- The successful service provider will be required to be available to assist the ORTDM with any queries that may arise from the audit of the infrastructure register
- There will be one contract between ORTDM and the appointed service provider. Provision of any services by affiliated organizations or subsidiary organizations will be incorporated into the Service Level Agreement.

Submission of Proposals

All tenders and supporting documents must be placed in a sealed envelope clearly marked “**ORTDM SCMU 22-10/11 Preparation and Update of Infra Structure Asset Register**” and deposited in the tender box at:

Tender Box
O.R.Tambo District Municipality
Private Bag X 6043
Mthatha
5099
Or delivered to Tender Box:
O.R.Tambo House
Nelson Mandela Drive
Mthatha
Before 11th March 2010, 12H00

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.

Unauthorised Communication

Please note that all communications must be directed through the contact person named in the Terms of Reference, unless advised otherwise by the contact person. Unauthorised communication with other staff may lead to disqualification of the Bid.

Preparation of Proposals

- The ORTDM will neither be responsible for, nor pay for, any expense or loss which may be incurred by Persons arising in any way from the preparation of their Proposal.

Enquiries

Please note that any clarification of the brief must be sought in from Mr. Sakhiwo Hopa at (047) 501 7029 or 072 144 5991

Mr. A. M. M. Ncube
Acting Municipal Manager