



**SEKHUKHUNE**  
District Municipality

Private Bag X8611 Groblersdal 0470, 3 West Street Groblersdal 0470  
Tel : (013) 262 7300, Fax: (013) 262 3688  
E-Mail : [sekinfo@sekhukhune.co.za](mailto:sekinfo@sekhukhune.co.za)

### RE-ADVERT

#### PUBLIC NOTICE: SK-8/2/1-015/2024/2025

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES WITHIN SEKHUKHUNE DISTRICT REGION TO APPOINT SERVICE PROVIDER SERVICE PROVIDER FOR REVIEWING AND GAZETTING OF MHS BY-LAWS.

NO	DESCRIPTION
1	Comprehensive review of the current by-laws
2	Gazetting of the reviews by-law
Refer to terms of reference for detailed description and functionality.	

Fully Completed quotation documents, Priced, and initialed each page must be placed in a sealed envelope and marked **(REQUEST FOR QUOTATIONS- REVIEW AND GAZETTING OF MHS BY-LAWS.)** deposited in a tender box at Groblersdal Fire Station by no later than 11h00 on **18 September 2024**. No compulsory briefing session will be held. For further information, contact **Voster Masemola** of SCM on 013 262 7656 or **Maboshego Ludwick** of **Community Services** on 013 262 7300.

*Please note:*

*The following returnable documents are compulsory and will lead to disqualification if not attached.*

- Tax Compliance Status Pin/Tax Clearance Certificate
- Valid Copy of Company Registration documents
- Original Certified ID copies of Directors (Not older than 3 months)
- Proof of municipal rates and taxes for both company and Director(s) not in arrears for more than three months or proof of lease agreement including rates for the landlord. In case where the Company or Director is registered in a rural area where the rates are not paid, please attach proof from Local Authority and affidavit under oath indicating that there are no municipal rates payable.
- MBD 4, MBD 8, MBD 9 and MBD 6.1 forms must be signed and attached with quotation.
- CSD Summary Report.
- Any alterations must be signed. ((NB: not initialed)
- Telegraphic, facsimile, e-mailed, Copy and telex bids will be not accepted.
- No late bids will be accepted.



### Evaluation Criteria

1. Functionality evaluation

- One service provider will be appointed for this assignment.
- Service provider must meet the minimum threshold. Failure to meet the threshold in any on the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

Technical evaluation will be allocated 1000 points. Minimum qualifying is 80 points.

Quality Criteria	Sub Criteria	Maximum Score
<b>A. Service Provider experience</b>	Traceable record of successful completion of development or review of By-law. (stamped appointment letter/Purchase order and reference letter) <ul style="list-style-type: none"><li>• No appointment letter and reference letter -0 points</li><li>• 1 to 2 appointment letter/Purchase order and reference letter= 30 points</li><li>• 3 and more appointment/ purchase and reference letter=40</li></ul>	<b>40</b>
<b>B. Key personnel (company director/project leader)</b>	Attach certified copy of key personnel's qualifications. <ul style="list-style-type: none"><li>• No qualification -0</li><li>• Degree/National Diploma in Environment health/science/Chemistry = 20</li><li>• Degree/National diploma in environmental health and degree in law or in policy development= 30</li></ul>	<b>30</b>
<b>C. Health professions council of south registrations (HPCSA)</b>	No Proof of registration= 0 Proof of current registration with HPCSA = 30	<b>30</b>
<b>Total Points</b>		
<b>Minimum Qualifying Points</b>		<b>80 points</b>

2. A preferential points system shall apply whereby the points will be allocated in accordance with the Preferential procurement Regulations of 2022, where 80 points will be allocated in respect of price and 20 points in respect of preference points claimed for attainment of other specified goals summarized as follows:

HDI SPECIFIC GOALS	POINTS
HDI (Blacks, Indians and Coloureds)	12
Woman-Ownership of more than 50%	2
Disability ownership of more than 50%(Physically impaired)	2
Youth	2
Locality	2
<b>Total</b>	<b>20</b>

  
Mr. KGWALE M.M  
MUNICIPAL MANAGER

03/09/2024  
Date



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## TERMS OF REFERENCE

### FOR

### APPOINTMENT OF SERVICE PROVIDER TO REVIEW AND GAZETTE MUNICIPAL HEALTH SERVICES BY-LAWS

#### 1. BACKGROUND

As part of Municipal Health Services profession, it is mandatory for EHP to be guided not only by legislative prescripts that are set by National Acts and Regulations but also by District By-Laws that are relevant to the District Municipality in order to perform all KPAs. This then leads us to have, over and above pieces of legislation that are generic, those that are fully applicable to the Sekhukhune District Municipality specifically. It also seeks to be as specific as possible to the historical exposures of our District Municipality.

This is going to assist Municipal Health Services to be specific and also apply what is indeed applicable to our own district. It needs to be noted that the MHS By-Laws. No:2612 Notice: 332 of 2015. will not be against the main national legislation governing Municipal Health Services.

#### 2. OBJECTIVE

The objective of the proposed work is to:

Procure the services of a service provider to review, create and Gazette By-Laws that will be used on a daily basis by Environmental Health Practitioners.

#### 3. SCOPE OF WORK

Services are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the *review and gazetting* of Municipal Health By-

Laws.

### **3.1. QUALIFICATIONS & EXPERIENCE.**

**The appointed Service Provider should be ready to engage EHPs as to how to go about instilling ownership in communities on importance of law/ legislation, and furthermore, the Service Provider should:**

- Be a qualified Environmental Health Practitioner with a valid and current registration with the Professional Board for Environmental Health Practitioners at the Health Professions Council of South Africa (HPCSA).
- Have a relevant legal post-graduate degree and or policy development qualification.
- Produce proof of previous review of by-laws, preferably health by-laws.
- Be well conversant with the accreditation process at the HPCSA
- Be acquainted with the Scope of Profession of an Environmental health
- Engage EHPs in linking the Environmental Health practice with applicable legislation (in this instance MHS By-Laws)
- Accommodate the element of public participation.
- Be able to make a linkage between Environmental Health Law and SALGA Municipal Health By-Laws.

### **4. PROJECT TIMEFRAME**

The project timeframe is expected to be less than a period of 3 months.

### **5. PROJECT DELIVERABLES**

Review of current Sekhukhune District Municipality By-Laws, with relevant and new information, and better print-format.

Clear link to the the Scope of the EH Profession and the EH Norms of Standards

Active engagement of EHPs in linking the Environmental Health practice with applicable legislation (in this instance MHS By-Laws)

### **6. STAKEHOLDERS CONSULTATION**

The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

He/ She has to ensure that all EHPs are included as a very key stakeholder in implementing the outcome of the new by-laws.

## 7. PROJECT MANAGEMENT

The service provider has to be conversant with the day-to-day operations of Sekhukhune District Municipality MHS so as to be able to apply that information to the EHPs of this district. This will then cause the EHPs to be able to apply the New MHS By-Laws accordingly

Project Management Team of this project will be comprised of the Manager: MHS and Chief EHP responsible for Legislation, as well as 2 EHPs from each satellite MHS office. This will ensure maintenance of stability and assist in spreading the application of the By-laws

## 8. REPORTING MECHANISM

There will be one report that will be submitted to the Manager: MHS on completion of the By-Laws.

## PHASE 1: FUNCTIONALITY EVALUATION

1. One service provider will be appointed for this assignment.
2. Service provider must meet the minimum threshold. Failure to meet the threshold in any of the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

**Technical evaluation will be allocated 100 points. Minimum qualifying is 80 points.**

Quality Criteria	Sub Criteria	Maximum Score
<b>A. Service Provider experience</b>	Tracable record of successful completion of development or review of By-laws .(Stamped Appointment letter/ Purchase Order and Reference letter). <ul style="list-style-type: none"> <li>No Appointment letter and Reference letter – 0 points</li> <li>1 to 2 Appointment letter/ Purchase Order and Reference letter = 30 points</li> <li>3 and More Appointment letter /Purchase Order and Reference letter = 40</li> </ul>	<b>40</b>
<b>B. Key personnel (Company Director/Project Leader)</b>	Attach certified copy of key personnel's qualifications. <ul style="list-style-type: none"> <li>No Qualification – 0 points</li> <li>Degree/National Diploma in Environment Health/Science/Chemistry = 20</li> <li>Degree/National Diploma in Environmental health and Degree in law or in policy development = 30</li> </ul>	<b>30</b>
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<b>Total Points</b>		
<b>Minimum Qualifying Points</b>		<b>80 points</b>

All technical enquiries should be directed to MHS: Mr. Maboshego L.M at 013 262 7300  
[maboshego@sekhukhune.gov.za](mailto:maboshego@sekhukhune.gov.za)