
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A LEVEL 1 INTEGRATED DISASTER MANAGEMENT PLAN OF SECTOR DEPARTMENT FOR MINERALS AND ENERGY, UNDER THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY, FOR A PERIOD OF SIX (6) MONTHS.

1 BACKGROUND

- 1.1 Disaster management is a function of all sectors of the state within the spheres of the South African government. Disaster management, as an activity, needs to be integrated into all aspects of the development planning process. Each sector of government is expected to be responsible by engaging in disaster risk reduction activities. By doing so, the responsible organ of state will ensure that all hazards, vulnerability, and capacity are taken into consideration in the respective functional areas.

- 1.2 In terms of section 25 of the Disaster Management Act, 2002 (Act No. 57 of 2002) (DMA), each national organ of state is obligated to prepare a disaster management plan (DMP), which set out the following:
 - 1.2.1 The way in which the concept and principles of disaster are to be applied in its function area.
 - 1.2.2 Its role and responsibilities in terms of the national or provincial disaster management framework.
 - 1.2.3 Its roles and responsibilities regarding emergency response and post –disaster recovery and rehabilitation.
 - 1.2.4 Its capacity to fulfil its role and responsibilities.
 - 1.2.5 Particulars of its disaster management strategies.
 - 1.2.6 Contingency strategies and emergency procedures in the event of disaster, including measures to finance these strategies.

- 1.3 To address this wide range of disaster risk management planning capabilities, the national disaster management framework provides for a phased approach to disaster risk management planning and implementation. It comprises three progressive steps from a Level 1 Disaster Risk Management Plan to a Level 3

Disaster Risk Management Plan. The completion of each level of disaster risk management plan will yield indicative information about common vulnerabilities in communities, local areas or provinces.

- 1.4 A Level 1 Disaster Risk Management Plan focuses primarily on establishing foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment, identifying key governmental and other stakeholders, and developing the capability to generate a Level 2 Disaster Risk Management Plan.
- 1.5 In line with the DMA, 2002, the Department of Mineral Resources and Energy (DMRE) is identified to have a central role in disaster management within the minerals and energy sectors. The arrangements for disaster management need to be improved to be inclusive of all the identifiable hazards. In order to ensure the adequate emergency preparedness and response within the minerals and energy sectors, the DMRE is embarking the development of an integrated plan for disaster management.
- 1.6 The approach in the development of the DMP will in line with the National Disaster management Centre (NDMC) guideline '*Development and Structure of a Disaster Management Plan*'. Therefore, the Department will first complete the Level 1 Disaster Risk Management Plan.
- 1.7 Once the DMRE Sector DMP (i.e. DSDMP) has been developed, the Department must then co-ordinate and align the implementation of its plan with those of other organs of state and relevant institutional role players. The DMP will also be reviewed and updated on a regular basis.
- 1.8 The establishment of the disaster management function within the minerals and energy sectors will ensure an integrated approach in the management of such disasters. All the relevant role players and stakeholders can contribute to the prevention, mitigation and reduction of disaster risk. In doing so, disaster risks and vulnerabilities can be reduced towards having safer communities.

2. CONTRACT PERIOD

2.1 The contract period of the development of the Department of Mineral Resources and Energy Sector Disaster Management Plan (DSDMP) is 6 months after signing of the service level agreement.

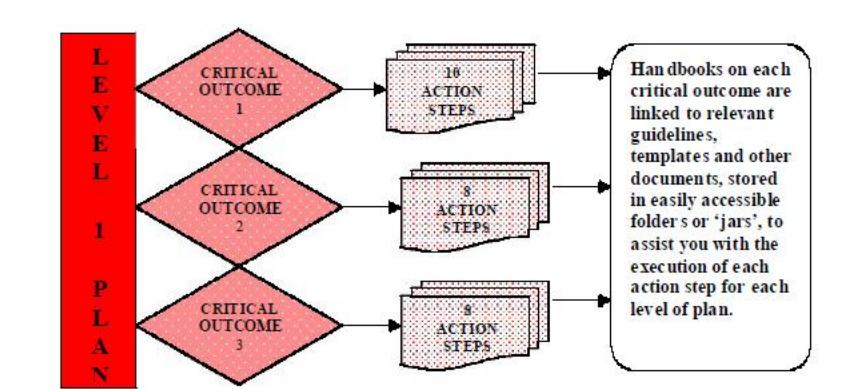
3. OBJECTIVE

3.1 To develop an integrated Level 1 Disaster Risk Management Plan for the sector department of minerals and energy.

4. SCOPE OF WORK

4.1 The service provider is expected to develop a Level 1 Disaster Risk Management Plan, in line the following critical outcomes:

- 4.1.1 Critical Outcome 1: Establishment of Foundational Institutional Arrangements for Disaster Management.
- 4.1.2 Critical Outcome 2: Development of the Capability to generate a Level 2 Disaster Management Plan.
- 4.1.3 Critical Outcome 3: Development and implementation of contingency plans for known priority risks.



- 4.1.4 The service provider is expected to develop the Department of Mineral Resources and Energy Disaster Management Plan (i.e. DDMP) in line with the action steps for the 3 critical outcomes applicable to the Level 1 plan, as outlined in the applicable South African Disaster Risk Management Handbook Series published by National Disaster Management Centre (NDMC).
- 4.1.5 The service provider will be expected to do the following activities:
 - 4.1.5.1 Conducting desktop research/studies.

- 4.1.5.2 Compiling reports for the key milestones achieved towards the development of the DSDMP.
- 4.1.5.3 Draft the DSDMP.
- 4.1.5.4 Stakeholder engagement through workshops and interviews.
- 4.1.5.5 Project management to ensure the successful completion of the project.

4.1.6 The following outputs are expected from the service provider:

- 4.1.6.1 Project Inception report;
- 4.1.6.2 Monthly progress reports;
- 4.1.6.3 Reports on project milestones;
- 4.1.6.4 Indicative risk profiles for all functional areas under minerals and energy sector;
- 4.1.6.5 Final draft Disaster Management Plan for the DMRE (both electronic and hardcopy format); and
- 4.1.6.6 Support in presentation of DMP to the impacted stakeholders as part of consultation.

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

5.1 The service provider is expected to undertake the following milestones in the development of the DMRE Sector Disaster Management Plan (DSDMP):

5.1.1 Milestone 1 – Information gathering and analysis.

Compile disaster management information for the each of the functional areas in terms of the following:

- 5.1.1.1 Hazard assessment (which type of hazards are prevalent?)
- 5.1.1.2 Vulnerability assessment (and the extend thereof) mainly for social, economic, political, natural/ecological, physical, technological.
- 5.1.1.3 Capacity assessment in terms of livelihoods, capacity, resilience, critical facilities, to determine what is available to cope with effects of the hazards.
- 5.1.1.4 Historical disaster occurrences.
- 5.1.1.5 Historical loss parameters such as the magnitude of disaster and their effects.
- 5.1.1.6 Community groups at risk of the hazard.

5.1.2 Milestone 2 – Development of strategies

- 5.1.2.1 Formulate disaster management strategies covering: -
 - (i) Prevention and mitigation strategies
 - (ii) Vulnerability reduction strategies

- (iii) Capacity building
- (iv) Contingency plans
- (v) Emergency preparedness

5.1.3 Milestone 3 – Identification/establishment of disaster management structures

5.1.3.1 Identify existing disaster management structures (or advice on establishment of new structures) that are responsible for the respective hazards, and the associated infrastructure for managing disasters.

5.1.4 Milestone 4 – Development of the DSDMP

5.1.4.1 Compile disaster management plan that covers:

- (i) Risk profile at national level (hazards and vulnerability prevalence)
- (ii) Risk reduction strategy
- (iii) Disaster response strategy. This should include (1) file operation guides and (2) standard operating procedures.
- (iv) Emergency preparedness
- (v) Disaster management information system – (1) Geographic Information System (link with spatial development framework), (2) electronic database (link with other sectors), and (3) communications.
- (vi) Financial implications of the disaster management plan.
- (vii) Actions that need to be taken as part of disaster management (roles and responsibilities).
- (viii) Spatial indication of areas/communities at risk.
- (ix) Institutional implications such as addressing capacity to prevent disaster.
- (x) Performance management indicators.

5.1.5 Milestone 5 – Finalisation of the draft DMP

5.1.5.1 Address stakeholder comments to present the final draft of the disaster management plan.

5.2 The structure of the DSDMP shall include the following sections/chapters:

5.2.1 **Introduction and background** – to provide a detailed description of the organ of state in relation to disaster management.

5.2.2 **Policy and Legislative Framework** – Constitutional, legislative and policy mandates to provide particulars of the policy and legal obligation(s) applicable in

terms of the DMA, the respective organ of states' legal mandate and an examination of which risks could be adequately dealt with within that legislation.

- 5.2.3 **Integrated Institutional Capacity** – to provide particulars of the capacity established within the organ of state to enable the effective development and implementation of disaster management policy and legislation.
- 5.2.4 **Preparedness Planning** – to ensure effective and appropriate preparedness planning by implementing a uniform approach to the dissemination of early warnings and averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services through appropriate contingency plans.
- 5.2.5 **Response** – to ensure effective and appropriate disaster response by implementing immediate integrated and appropriate response measures when significant events or disasters occur or are threatening to occur.
- 5.2.6 **Recovery** – to ensure effective and appropriate disaster recovery by implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner.

- 5.3 The DMP should specify institutional arrangements for coordinating and aligning the plan with other relevant stakeholders/ response functionaries.
- 5.4 The plan should cover the following sector environments: (1) Electricity, (2) Petroleum, (3) Mining, and (4) Nuclear.
- 5.5 The service provider will be expected to collect the required information from the stakeholders. The DMRE shall assist with the communication with relevant stakeholders.
- 5.6 The checklist in section 6 of the NDMC *Guideline for Development and Structure of a Disaster Management Plan*, shall be applied.

6. EVALUATION CRITERIA

This bid will be evaluated in four stages, i.e. functionality, mandatory requirements, administrative compliance and point scoring system.

6.1 Gate 01 - Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is 70%. Bidders who score less than 70% will be disqualified. Only bidders that score 70% and more will be considered further.

No.	Evaluation criteria	Points	Weight
1.	Company Experience Bidders should have experience of having undertaken projects in the past five (5) years, in respect of developing disaster management plans in accordance with the relevant NDMC guidelines. (Attach contract/s or SLA or orders, completion letters/certificates and testimonials from contactable references)	6 or more projects = 5 points 5 projects = 4 points 4 projects = 3 points 3 projects = 2 points 2 or less projects = 1 point	20
2.	Experience of Team Leader and Team Members Experience: Team Leader (i) The team leader must have experience of having been involved in projects for the development of disaster management plans. (Attach detailed CV highlighting relevant projects, with contactable references)	6 or more projects = 5 points 5 projects = 4 points 4 projects = 3 points 3 projects = 2 points 2 or less projects = 1 point	25 15

No.	Evaluation criteria	Points	Weight
	<p>Team members</p> <p>(ii) Team member/s must have experience of having been involved in projects for the development of disaster management plans (Attach detailed CV highlighting relevant projects, with contactable references)</p> <p>(iii) The Team Leader must have exposure to the minerals and/or energy sector in the past five (5) years. (Attach detailed CV highlighting experience of the dynamics of the minerals and/or energy sector, and copy/copies of qualification/s that reflect knowledge of the minerals and/or energy sector)</p>	<p>6 or more projects = 5 points 5 projects = 4 points 4 projects = 3 points 3 projects = 2 points 2 or less projects = 1 point</p> <p>(Number of projects = average of the team members)</p> <p>Has experience and knowledge of the dynamics in the minerals and/or energy sector = 5 point Has either experience or knowledge in the dynamics of the minerals and/or energy sector = 3 points</p>	5
3.	<p>Qualifications of Team Leader and Team Members</p> <p>Qualifications:</p> <p>Team Leader qualifications</p> <p>(i) Team leader must have a formal relevant tertiary qualification recognised by SAQA (Attach certified copies of relevant qualification/s)</p>	<p>NQF level 10 = 5 points NQF level 9 = 4 points NQF level 8 = 3 points NQF level 7 = 2 points NQF level 6 or below = 1 point</p>	20 15

No.	Evaluation criteria	Points	Weight
	Team member qualifications (ii) Team member(s) must possess formal relevant tertiary qualification recognised by SAQA (Attach certified copies of relevant qualification/s)	NQF level 9 or higher = 5 points NQF level 8 = 4 points NQF level 7 = 3 points NQF level 6 = 2 points NQF level 5 or below = 1 point (Number of projects = average of the team members)	5
4.	Project Plan (i) Detailed project plan with <ul style="list-style-type: none"> ➤ Project deliverables ➤ Logistics plan ➤ Key milestones ➤ Scope ➤ Schedule ➤ Contingencies (Attach project plan)	Detailed Project plan = 5 points	35
	(ii) Propose methodology outlining. <ul style="list-style-type: none"> ➤ Management of the project. (Attach methodology proposal)	Methodology proposal = 5	5

$$\text{Formula: } \frac{A}{B} \times 100 = C\%$$

Where: A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

6.2 Gate 02 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- (i) Team Leader must be registered with a professional board Disaster Management Institute of South Africa (DMISA).

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.

6.4.2 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.

6.4.3 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.4 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

7. REPORTING REQUIREMENTS

- 7.1 It is envisaged that the DMRE will require an initial meeting with the successful service provider to agree on the project process and options to be investigated. Bi-weekly meetings will then follow to discuss the progress of the project until completion.
- 7.2 Progress meeting feedback shall be held as and when necessary, but at least three times for a period of 12 weeks. The venue for these meetings will be at **Matimba Building, 192 Visagie Street, Pretoria** – the DMRE Head Office (Pretoria). Representatives from the service providers' organisation shall be obliged to attend at their own costs. Where applicable, conference calls shall be held to facilitate such meetings.

8. WORK PLAN AND METHODOLOGY

- 8.1 The service provider must provide:
 - 8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.
 - 8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

9. ROLE AND RESPONSIBILITY

- 9.1 Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DMRE and the successful service provider.
- 9.2 The DMRE reserves the right to appoint more than one service provider for the project.
- 9.3 The successful service provider must develop detailed project schedule/ plan.
- 9.4 The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work performed.
- 9.5 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10. CONFIDENTIALITY OF INFORMATION

- 10.1 The names of all the members of the service provider team must be disclosed for the prior approval of DMRE. Any changes, replacements and additions should be submitted for prior approval of DMRE.
- 10.2 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DMRE deems necessary.

11. PAYMENT

- 11.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.
- 11.2 The payment will be made at the completion of the respective milestones (see section 4). The service provider shall present the work done at the completion of

the milestone, and the payment shall be processed when the completed work is agreed with the project team of the DMRE.

12. TAX CLEARANCE CERTIFICATE

- 12.1 Bidders must ensure compliance with their tax obligations.
- 12.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 12.4 A bidder may also submit a printed TCS together with the proposal.
- 12.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 12.6 Where no TCS is available but the bidders is registered on the central supplier database (CSD), a CSD number must be provided

13. DOCUMENTATION

- 13.1 For all the identified milestones of the project, the successful service provider shall submit two (2) copies of progress reports after completion of each phase. The progress reports shall be organised in a systematic way, with adequate indexing. The progress reports shall contain all documents produced including copies of minutes of meetings.
- 13.2 The copyright in the end product will vest in DMRE and be presented with its logo, and it will be at liberty to use the report and results as deemed necessary.

14. COST / PRICING

- 14.1 The service provider will be requested to provide a quoted proposal regarding the work to be undertaken.
- 14.2 Service providers are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).

- 14.3 The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 14.4 The service Provider should provide (Subsistence &Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
 - i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner and parking.
 - ii) Air travel must be restricted to economy class.
 - iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

15. CONDITIONS OF THE CONTRACT

- 15.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2 The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 15.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4 The service provider shall ensure that the contract is executed in line with the scope of work.
- 15.5 The service provider will be subjected to security screening by the State Security Agency.
- 15.6 The DMRE reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

16. FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Service providers are requested to submit two (2) copies of technical proposals plus the original.
- 16.2 Service providers are requested to index their proposals for easy reference.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

17.1 A compulsory briefing session will be held on **18 September 2023, 10:00** at Department of Minerals Resource and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria.

Alternatively depending on the circumstances Microsoft Teams or Zoom maybe used to conduct briefing session.

17.2 Bidders must ensure that they sign a register during a compulsory briefing session to confirm attendance. Failure to sign the register to confirm attendance will invalidate your bid.

18. CLOSING DATE

18.1 Proposals must be submitted on or before **29 SEPTEMBER 2023, 11:00** at Department of Minerals Resource and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked in the bid box marked Department of Minerals Resource and Energy. **No late bids will be accepted.**

19. ENQUIRIES

19.1 **All general enquiries relating to bid documents should be directed to:**

Ms. Nonhlanhla Zingwevu/ Mr Samuel Msiza

Tel No: (012) 444 3000 /406 7910

E-mail: Nonhlanhla.Zingwevu@dmre.gov.za/Samuel.msiza@dmre.gov.za

19.2 **Technical enquiries can be directed to:**

Mr. Thabiso Pie Tel No: (012) 444 3216

E-mail: thabiso.pie@dmre.gov.za