

Turbine Hall B5 Ntengi Pillso Newtown P O Box 61542 Marshalltown 2107 Tel: (011) 688-1460 Fax: (011) 688-1456		 Johannesburg Water		PAGE NO. CLOSING DATE AND TIME 17-Mar-25 16:00:00 PM Date of Issue 10 March 2025			
INITIATING DEPARTMENT Operation Support		INITIATOR Ariet Mafajane		QUOTATION DATE 60 DAYS			
QUOTATION REFERENCE		COLLECTIVE NO.		VALIDITY 7 DAYS			
RFQJW0065SM2024- Drought Management Plan QUOTATION REQUESTED FROM							
QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022 ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) JW Contact Person : Simphiwe Mdloshe - Email Address : simphiwe.mdloshe@jwater.co.za Telephone Number : 011 688 1825							
ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
Drought Management Plan Specification. Review and analysis of the Drought Management Plan - Full colour +/- 60 pages, A4 size JW intends to appoint a service provider to assist in the review and analysis of the Drought Management Plan (DMP). The scope of work includes for 2024/25 financial year: -Review and analysis on the Drought Management Plan documentation; -Incorporate emerging and recent tools in relation to the Emergency Preparedness for the DMP; -Research methodology, engage with stakeholders through relevant data collection methods or approaches; -Conduct data collection with stakeholders (internal and external) that are broadly identified by JWs Drought Management Task Team. -Conduct data analysis and incorporate into the draft Drought Management Plan (DMP). Stakeholders might include: o JW officials, i.e., Senior Managers from the relevant departments o CoJ officials, i.e., Senior Managers from EISD and other departments In some cases, the Political and Executive Leadership, who champion these City initiatives, may be also interviewed;							
1		Write-up and structure the Drought Management Plan document, using best practice on how to deal with emergencies. Proof-reading and editing of the DMP reports. Make provision for high-definition images (<= 50 images) for the DMP publication (which some may be supplied by JW or CoJ) to be incorporated in text. DMP publications to be available in: - HTML format (electronic copy) - Summary of the DMP publications in PowerPoint presentation (electronic copy). - Printed booklets (hard copy) x 20 Full Colour	Hourly rate of the Service Provider				
2		Service providers to factor in three (3) drafts for comments and amendments. EXPERIENCE required: A senior and experienced water resources management and water services specialist with both South African contextual knowledge as well as international experience. 1. Proof of professional registration either with ECSA or SACNASP or any other recognized international body. 2. A minimum of 10 years in the field of water resources management and water services. 3. Proof of references on similar work done. Propose a detailed work plan on the review and analysis of the DMP. JW will provide illustrative images and the service provider may also source relevant images to be approved by JW. JW will provide services on: • Design and lay-out the DMP document into a publication that is in accordance with the JWs Corporate Identity policy.					
3		NB: SEE ATTACHED PROPOSAL FOR MORE INFO Contact Person : Ariet Mafajane 011 688 1481					
	SPECIFIC GOALS Businesses owned by Women - 51% or more.	POINTS 20					
QUOTATION REF AS ABOVE: RFQJW& COMPANY NAME NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION. NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote NB: MBD forms attached should be completed and submitted with the quote NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED) NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote Quotation should be valid for 60 days							
SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL(https://www.etenders.gov.za/) NO EMAIL SUBMISSIONS SEE PAGE TWO ON HOW TO SUBMIT YOUR RESPONSE ON E-TENDER							
OFFICIAL STAMP							
AUTHORISED BY: SIGNATURE: DATE:							
1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORIZED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE 3W RFQ TEMPLATE) 5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY 6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE							



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Newtown
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Johannesburg Water
PO Box 61542
Marshalltown
2107

Tel +27(0) 11 688 1400
Fax +27(0) 11 688 1528

www.johannesburgwater.co.za

REQUEST FOR PROPOSALS FOR THE REVIEW OF THE DROUGHT MANAGEMENT PLAN

March 2025

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Sipho Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
Mr Kgaile Mogoye, Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela,
Mr Kefiloe Mokoena

Ms Kethabile Mabe (Company Secretary),
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Registration Number: 2000/029271/30

1. BACKGROUND, PURPOSE AND OBJECTIVES

1.1. Project Name

Review of the drought management plan.

1.2. Background

The recent drought and consequent water crisis in Cape Town have shown that a large city can suddenly be very vulnerable to water scarcity if it is not prepared. The purpose of this project, a review of the Drought Management Plan, is to assess the potential water-related risk, i.e., drought, and revise the Drought Management Plan, by taking into consideration other plans such as the Disaster Management Plan. The review should consider management of water availability and usage, ensuring a safe and reliable access to water supply. Enhance the mitigation response for the drought impact, to support the livelihood of people and productive economies.

1.3. Purpose

The purpose is to specify to the potential service providers the requirements for the review of the drought management plan. The objectives of the project and the activities to be undertaken during project implementation are specified below. In addition, the document also highlights the relevant proposal submission requirements for the project.

1.4. Objective of the Project

The objective of this project is to review the drought management plan. The review and improvement of the drought management plan should satisfy the public needs together with social and economic development needs, while coping with the drought risk through the mitigation activities that support and enhance water availability, access and safe use.

2. MAIN DUTIES AND SCOPE OF WORK

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The scope should include inter alia:

- To ensure that the drought management plan informs on-the-ground service delivery and usage activities to translate into tangible water availability, access and safe use.
- To review the drought management plan, with mitigation actions that will improve water security, while aligning with national policies and regulations.
- To ensure that the drought management plan is also aligned to the provincial plans and implementation strategies, such as the Water Security Perspective for the Gauteng City-Region.
- To ensure that the drought management plan is aligned with other relevant policies and frameworks within the CoJ, e.g. JWs Disaster Management Plan, CoJ's Resilience strategy, CoJ's Climate Change Adaptation Plan, CoJ's Environmental Sustainability Framework, etc.
- Main stakeholders and champions within civil society and private sector should be identified to ensure full water user participation and collaborative implementation during the drought event.
- Identify funding models for the successful implementation of the drought management plan mitigation actions.
- Provide a systems-thinking-approach, with guiding principles, on how to address the drought risk on a sustainable basis.
- Establish what would be the provision of water services to address the drought risk on a sustainable basis.
- Provide a framework to guide or approach to be adopted for managing drought
- Carry out a minimum of 4 engagements/ workshops with focus groups/ stakeholders identified by Johannesburg Water, including the city departments and other affected and interested parties. The workshops should entail 2 internal and 2 external stakeholders.

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- Develop a drought management monitoring and evaluation framework to track progress on the implementation plan or mitigation plan, disseminate information and enable reiterative process that can be repeated every few years or when needed.

3. PROJECT DELIVERABLES AND TIMING

Deliverables:

- I. PowerPoint presentations and preparation notes for engagement workshops.
- II. Two (2) external stakeholder engagement workshops that will include key identified focus groups representatives and champions.
- III. Two (2) internal stakeholder engagement workshops that will include Johannesburg Water and the city (EISD, Development planning, Housing and JOSCHO, Health), City Parks, Social Department and JPC.
- IV. Drought Management Plan with mitigation plans, with recommended best funding models, and best practices that are tailored for the City's context
- V. Drought Management Plan with a monitoring and evaluation framework.
- VI. The final drought management plan, with the implementation plans, monitoring and evaluation plans, innovation, new technologies, best practice, and smart solutions, that will be submitted to the Board for approval.
- VII. 10 hard copies of the final drought management plan.
- VIII. One (1) electronic copy of the final drought management plan.
- IX. One (1) electronic copy of the presentation slides of the final drought management plan.
- X. Project close-out report.

Time Frames:

The project should be undertaken over the current financial year and to be completed by 30th of June 2026.

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4. COMPETENCIES REQUIRED

- Traceable experience and verifiable knowledge of water services and water resources management.
- Experience and knowledge of government policy development process.
- Demonstrable expertise and thorough understanding of emergency preparedness or disaster management or policy/strategy formulation.
- Comprehensive understanding of national and local water resource legislative frameworks and mandates.
- Ability to undertake and coordinate public participation processes and all related processes.
- Strong analytical, writing and communication skills.
- Dedicated team to the project.
- A sound understanding of intergovernmental relations.
- Knowledge of the institutional structure within the water sector.
- Facilitation and consultation skills

5. PROPOSAL

It is critical for the proposal to include the following:

- The proposed scope of work that would cover the areas of assistance in the above-mentioned section of main duties and scope of work.
- The proposal must include the methodology, clearly indicating the scope of the work and the process through which the task or activity are to be carried out.
- The proposal must include the breakdown of the project plan, milestones and schedules.

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- Proposed team structure: highlighting the roles and responsibilities of each team member and indicating other company's involvement and how this would work in practice.
- The work plan must include milestones and time frames and resource allocation matrix showing the allocation of work for each task (including person hours).
- Copies of CVs must be submitted for each team member listed on the resource allocation matrix. Availability and workload of key personnel during the contract period must be specified. JW will consider the work plan and resource allocation as a commitment if selected.
- The relationship between firms (if applicable) in the consortia/joint venture must also be specified.
- Give examples of similar work (previous or current) undertaken for local or international clients.
- Costs associated with your proposal.

6. PRESENTATION

The preferred service provider will be invited to make a presentation to JW's team or officials outlining their proposals and work plans for final approval before commencing to work. This should be considered as the project kick-off meeting and should not be billed as part of the project costs.

7. EVALUATION PROCESS

The procurement process for the evaluation of RFQ will consist of technical evaluation. The RFQ that fulfils all the requirements of the evaluation and scores the highest preferential points will be appointed.

7.1. Technical evaluation

The selection will be based on the following:

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- Team Leader / project manager must have >5 years extensive experience in the water and sanitation sector, with special demonstrable experience of emergency management plans or disaster management plans or policy/strategy formulation. Contactable references to be provided.
- The team leader must have a water related engineering or water sciences or public health or environmental management related B Eng or BSc or B-Tech degree. Have knowledge on the intergovernmental relations.
- Assistants must have a bachelor's degree or B-Tech degree and relevant experience in water related engineering or public health or natural sciences or environmental management.
- Organisation must have demonstrable and/or have access to a pool of:
 - Expertise in general legislative process, legislative review in particular.
 - >5 years of relevant experience in the field of water and sanitation sector, with preference on emergency preparedness or disaster management or policy or strategy development and review process.
 - Multi-disciplinarily experience on institutional management, economic, environmental and social expertise.

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 preference points system after a minimum qualification score of 60 points for functionality is satisfied as follows:

Table 1: Technical evaluation

Criteria for evaluation	Requirements	Sub – Weight	Weight
Methodology/approach	Methodology and approach of carrying out the task: ▪ Lower than the requirements ▪ Meet minimum requirements ▪ Exceeds requirements	0 10 20	40

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Criteria for evaluation	Requirements	Sub – Weight	Weight
	Work plan outlining the key milestone and the key deliverables: - Lower than the requirements - Meet minimum requirement - Exceeds requirements	0 10 20	
Qualifications	Project Team Leader (Degree in water related engineering or water sciences related qualification) - Lower than the required qualification: B. Eng or BSc or B-Tech Degree (NQF 8): - Masters / Doctorate (>NQF 9): Assistants (bachelor's degree or B-Tech degree in water related engineering or public health or natural sciences or environmental management) - Lower than the required qualification: - All with the required relevant degree:	0 10 20 0 10	30
Experience	Experience of Key Personnel: Project Team Leader (years of extensive experience in the water and sanitation sector, in emergency preparedness or disaster management or policy or strategy formulation) - Less than 5 years: >5 years: >10 years: Assistants (years in water and sanitation sector, in public health, socio economic and environmental	0 5 10	20

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Criteria for evaluation	Requirements	Sub – Weight	Weight
	affairs, in the policy development, legal, regulatory and institutional aspects) <3 years: 0 - Some have >3 years: 5 - All have >3 years: 10		
Track record	Number of similar projects successfully completed with contactable references - No project: 0 1-2 projects: 5 >3 projects: 10		10

7.2. FINANCIAL AND PREFERENTIAL EVALUATION

The price and preference point system would then be applied whereby the submitted quotations together with their BBBEE Certificate/affidavit would be evaluated and recommendation of the successful Service Provider would be made in line with the SCM SOPs.

Scores for preference will be determined from the valid BBBEE certificate or affidavit.

The 80/20-point scoring system will be applicable, and the project will be recommended to the highest scoring Service Provider.

8. INVOICES

- Invoices must indicate the task and/or output and should include a short description of work done referring to any relevant reports.
- Disbursements to be claimed as above and to include original invoices.
- No up-front payments will be made. Payment for work completed will be done within 30 days of submission of the invoice.

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- All invoices to be addressed to Johannesburg Water, with a correct VAT number.

9. AVAILABLE DOCUMENTS

The following documents or electronic documents are available for the service provider for use in the review of the drought management plan.

- Drought management plan 2023
- JW's Disaster management plan
- Growth and Development Strategy
- Johannesburg Water Business Plan
- Water Services by-laws
- CoJ Climate Change Adaptation Framework
- Water conservation and demand management strategy

10. GENERAL

The plan of work is to include detailed tasks to be carried out, persons allocated to each task, hourly rate to be charged and number of hours allocated for each task.

JW reserves the right to retain a portion of the consultant's fees pending completion and of work as per deliverables and approval of the Drought Management Plan by JW's Board.

For clarity please contact:

Name	Telephone	Email
Mr. S Mdlalose Supply Chain Management	011 688 1825	Simphiwe.mdlalose@jwater.co.za
Mr. Ariel Mafejane Senior Manager Operations Support	011 688 1481	ariel.mafejane@jwater.co.za

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11. GENERAL CONDITIONS

- JW is not obliged to provide any information other than the one that will be given as per section 9.
- Copyright of information obtained through the course of the study is the property of Johannesburg Water (JW) and may not be sold or re-produced by the service provider without the prior permission from JW.
- All reports are to be bound with an agreed upon Johannesburg Water cover page designed for the project.
- No presentations of the report may be made without the prior permission Johannesburg Water.

12. RETURNABLE DOCUMENTS

- Detailed company profile, organogram with personnel allocated, CVs of the key personnel with proof of qualifications
- Short brief proposal approach and methodology
- Contactable references in the last 5 years from clients whose projects have been successfully completed (for project manager and for company) and to which the bidder has provided or is providing consultancy services that are similar to the consultancy services required, with a client's letter head.
- MBD6.1 TERMS OF THE PPR 2022
- MBD 4.8.9
- Company & Directors Municipal Rates and Taxes and Lease Agreement

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