

REQUEST FOR QUOTATION (RFQ)

GREENCAPE CCT UK PACT PROJECT 2022 – MANAGEMENT OF PACKAGE PLANTS INSTALLATION AND OPERATION IN CCT CONSTRAINED CATCHMENTS

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from South Africa. GreenCape works with businesses, investors, academia, and government to unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy. Our aim is to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world.

One of our current projects for UK PACT focuses on supporting the implementation of the City of Cape Town's Infrastructure Planning and Delivery Framework (IPDF) and in one of the work packages for this project, we are advising the City of Cape Town (CCT) in managing the installation and operation of package plants in constrained catchments (Zandvliet, Macassar and Potsdam) to allow property development to proceed. As part of this work package, we require a service provider to undertake **research on international and local policies and regulations (including drafts) governing the installation, operation and maintenance of package plants¹ in urban areas. The service provider will develop and recommend best practice consistent with national and CCT's policy and regulatory frameworks.**

Interested organisations are invited to submit quotations to undertake this work.

BACKGROUND TO THE PROJECT

The CCT is in the process of upgrading its wastewater treatments works (WWTW) as part of a major capital upgrade programme. However, in the interim, there are three WWTWs (Zandvliet, Macassar and Potsdam) that are operating at or above capacity. Proposed property developments in the areas serviced by Zandvliet, Macassar and Potsdam WWTWs are subsequently constrained. Property developers are therefore looking for alternative waterborne non-sewered or onsite sanitation systems, and they are typically looking to install package plants. Package plants may be proposed for developments in remote areas; or where no municipal sewer connection will be available for the foreseeable future; and for informal settlements.

The temporary installation of package plants by property developers in constrained catchments may be allowed by the CCT to enable sustainable development, and each application is assessed

¹ A package plant is any onsite, waterborne, domestic wastewater treatment system; whether it consists of one or many modules; with a total capacity less than 2 000 m³/day. It typically includes equipment largely constructed and packaged off site and brought onsite for installation. Where, domestic wastewater is defined as wastewater predominantly from residential and housing developments, schools, prisons, retail centres and resting fuel service stations, incorporating a small component of non-domestic activity, contributing less than 20% of the total waste loading, e.g. a restaurant, hospital and clinic, laundry, car wash or hairdresser (Water Research Commission, 2009).

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Refer to the GreenCape website for director details

on merit² and must comply with relevant national and municipal regulations (Annexure A). However, the current policy and legal position of the CCT in relation to these installations, and the application process requires further clarification and strengthening to ensure environmental and financial sustainability. The large-scale installation of package plants will have significant implications on the CCT from a regulatory, environmental (notably when the plants fail and cause pollution) and financial perspective.

Applicants will have to adhere to respective CCT regulations, and may need to get approvals from the Department of Water and Sanitation (DWS), and Department of Environmental Affairs, and Development Planning (DEA&DP) who regulate and license effluent discharge, and impacts of development on the environment. Depending on the catchment, treated effluent could be recycled for toilet flushing, irrigation, and/or discharge into a water course, under strict water quality requirements. However, irrigation may not be possible in the winter months when irrigation is not required and the water table is high. The discharge could also occur into the ocean, but the licensing requirement for this is often so complicated that this option is rendered unfeasible. Legislation must therefore be adhered to, before installation of such plants, in order to mitigate potential operational failure.

However, the current policy and regulatory framework at municipal level is not necessarily aligned to dealing with the urban installation and operation of package plants in the most appropriate manner, as technologies, policies and regulations (Annexure A) have evolved. **GreenCape requires a service provider to outline the best practice approach to assist the CCT, as a Water Service Authority (WSA), in developing policies, bylaws and application procedures for the installation, operation and maintenance of package plants.** The service provider will research and analyse international and local policies and regulations (including drafts) governing the installation, operation and maintenance of package plants in urban areas. The recommended best practice approach must be a sequel to previously developed guidelines, namely: (i) Package plants for the treatment of domestic wastewater³, (ii) Self-regulation of the SWWTW⁴ industry: development of proposed framework of standards, a conceptual model for a test facility and an accreditation system for each new technology provided by suppliers (vol 1)⁵ and (iii) Self-regulation of the package plants/SWWTW industry: development of a green droplet accreditation system (vol 2)⁶

SCOPE OF WORK

In support of GreenCape's project, the appointed service provider will be expected to undertake research and analysis of international and local policies and regulations governing the installation and operation of packaged plants in urban areas. To achieve this, the service provider will be expected to undertake various activities, that include:

² [https://resource.capetown.gov.za/documentcentre/Documents/Procedures%2c guidelines and regulations/CCT_Resource_Efficiency_Criteria_for_Development_in_Cape_Town_2016-06-23_hi_res.pdf](https://resource.capetown.gov.za/documentcentre/Documents/Procedures%2c%20guidelines%20and%20regulations/CCT_Resource_Efficiency_Criteria_for_Development_in_Cape_Town_2016-06-23_hi_res.pdf)

³ <https://www.wrc.org.za/wp-content/uploads/mdocs/K5%201869-09.pdf>

⁴ Small Wastewater Treatment Works

⁵ <https://wrcwebsite.azurewebsites.net/wp-content/uploads/mdocs/TT%20620-14.pdf>

⁶ <https://wrcwebsite.azurewebsites.net/wp-content/uploads/mdocs/TT%20621.pdf>

- Analysing international and local policy and regulatory frameworks for managing the installation and operation of package plants in an urban context.
 - At least five international policy and/or regulatory frameworks of leading⁷ towns, cities, states, countries and/or regions must be analysed together with those of South African metros. (The selection of leading international policy and regulatory frameworks will be done in collaboration with GreenCape's project team)
- Assessing and recommending best practice that will inform the CCT's policies and regulations governing the installation and operation of package plants in an environmental and financially sustainable manner. The best practice should be practical and should recommend any key changes to policies and regulations.

The appointed service provider would be expected to work closely with GreenCape's project team (have regular catch ups), that will provide inputs and guidance where needed.

DELIVERABLES

- Inception workshop with GreenCape project team
- Bi-weekly progress meetings with GreenCape project team (PowerPoint presentations may be required from the service provider)
- A validation workshop at the end of the project with the GreenCape project team and the CCT to present the findings and recommendations of the study
- Final report covering the scope of work, including key recommendations (in word format. and other associated files, e.g. spreadsheets)

DATE OF DELIVERY

The scope of work must be completed by **9 December 2022**.

GENERAL INFORMATION

1. Any quotation submitted after the closing date and time shall **not** be considered.
2. GreenCape reserves the right to cancel the procurement process without notice at any time and not make any appointment on this project.
3. All quotations will be evaluated on the basis of a functionality/price/B-BEEE weighting of 50/30/20. B-BBEE points will be calculated as per the table set out in Annexure A to this RFQ.
4. Each bidder must include in its quotation a confirmation that it does not and will not have any actual or potential conflict of interest in submitting its quotation (see Declaration of Interest attached as Annexure B to this RFQ).
5. Functionality will be based on the following criteria: relevant experience (50%) and proposed work plan (50%)
6. The acceptance of a quotation and the awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape.

⁷ Refers to individual towns, cities, countries and/or regions with a higher number of package plant installations and success in managing their installation and operation in an environmental and financially sustainable manner

7. Following acceptance of a quotation, the appointed bidder will be expected to enter into a service level agreement and a non-disclosure agreement with GreenCape.
8. The successful quote submitted by the bidder will form part of the service level agreement and may not be amended at any time after acceptance unless agreed to in writing by GreenCape and the service provider.
9. The appointed bidder will be expected to comply, inter alia, with the following:
 - 9.1. any applicable health and safety rules and regulations, including, but not limited to, the provisions of the Occupational Health and Safety Act No. 85 of 1993;
 - 9.2. registration and good standing with the Commissioner for Compensation for Occupational Injuries and Diseases and having the necessary employer's liability insurance in respect of its employees/agents in line with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, as amended; and
 - 9.3. sufficient insurance to cover its liabilities in respect of the services to be provided and any other insurances that may specifically be required by GreenCape in relation to its appointment on this project.

SUBMISSION REQUIREMENTS

Interested organisations are invited to submit a quote for the outlined scope of work that should include the following:

1. Quotation for the work, broken down by activity
2. A brief work plan that outlines the proposed approach and activities that would be taken to achieve the required scope of work. The work plan should include:
 - a. a description of the proposed activities to achieve the required scope of work
 - b. the timeframes for each activity noting that the overall scope of work must be completed by **9 December 2022**
 - c. a risk register and mitigation plan that addresses any key project risks.
3. CVs of proposed team and team structure/organogram
4. Company profile, indicating previous projects with similar requirements
5. Tax Clearance Certificate
6. Company Registration Certificate
7. Declaration of Interest (Annexure B)
8. BEE credentials with certificate or affidavit as relevant
9. Letter of good standing from the Compensation Fund in South Africa (COID)
10. Proof of required insurances

Please email the above documentation to Samuel Pillay at samuel@greencape.co.za by [31 October 2022 at 08h00], using the reference: GreenCape UKPACT Package Plants Policy RFQ 2022.

Please note that a failure to submit any of the required documentation could result in the bidder being excluded from the tender process.

For any queries related to this RFQ, please email: samuel@greencape.co.za

Annexure A: Relevant South African policies and regulations

(This list is not exhaustive)

- Proposed compulsory national water and sanitation services norms and standards
- Part 3 (Emergency Housing Programme) of the National Housing Code, Volume 4 (Department of Human settlement (2009)
- Guidelines for greywater use and management in South Africa, Water Research Commission report no tt746/17, march 2018
- Wastewater risk Abatement Plan, A W2RAP guideline, Water Research Commission Report TT 489/11, June 2011
- Guideline for the preparation of an IWA water balance to determine Non-Revenue water and water losses (Department of Water and Sanitation 2014)
- Water borne sanitation operations and maintenance guide, Water Research Commission Report TT 482/11, March 2011
- Maintenance management standard for immovable assets May 2017 (www.publicworks.gov.za)
- Water Services Infrastructure Asset Management Strategy (Department of Water and Sanitation 2011)
- Self-regulation of the package plant/SWWTW industry Volume 1 (Report No.TT 620/14) and Volume 2 (Report No. TT 621/14)
- National Norms and Standards for Domestic Water and Sanitation Services (ver3 2017)
- Guidelines for compulsory National Standards and Norms and Standards for Water Services Tariffs
- Hazardous Biological Agents Regulations (2001)
- Draft Regulation 813 of 23 October 2013 or Regulation of 2834 27 December 1985
- National Sanitation Policy (2016)
- National Water Act (36 of 1998)
- Draft National Water Resources Strategy Edition Three (NWRS-3 2022)
- Water Services Act (108 of 1997)
- National Road Traffic Act (93 of 1996)
- National Environmental Management Act (107 of 1998)
 - GNR 326 EIA Regulations (7 April 2017)
 - GNR 327 Listing Notice 1 (7 April 2017)
 - GNR 325 Listing Notice 2 (7 April 2017)
 - GNR 324 Listing Notice 3 (7 April 2017)
- SANS 10140- 3:2003; SANS 1186-1:2008; SANS 10400-S:2011; SANS 30500: 2019; and SANS 1808-15:2020

Electronic copies of the following documents published by DWS, can be found and downloaded from <https://ws.dws.gov.za/iris/documents.aspx>)

Annexure B: B-BBEE score weighting

Table 1 – B-BBEE score weighting

B-BBEE Level Status of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0



Annexure C: Declaration of Conflict of Interest

Any legal person/s having a relationship with persons employed by The GreenCape Sector Development Agency or any of the funders listed in this RFQ may make an offer/s in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to The GreenCape Sector Development Agency or any of the funders listed in this RFQ, it is required that the bidder or his/her authorized representative declare his/her interest as required below.

- 1. Have you previously provided services/products to The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO
If yes, please furnish further particulars:

- 2. Do you have any relationship (family, friend or otherwise) with employees of The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO
If yes, please furnish further particulars:

- 3. Were you previously employed by the GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO
If yes, please specify further details of previous employment:

- 4. Please provide details of any other positions that you currently hold that could be of relevance to assessing conflict of interest for purposes of this project (e.g. directorships, partnerships, trusteeships, shareholdings, etc.):

I am aware that in the event of not accurately declaring any of the above, The GreenCape Sector Development Agency is entitled to terminate the agreement, and take any further action it deems necessary.

I hereby confirm that all the information provided above is true and correct.

SIGNATURE

FULL NAME

DATE

CAPACITY

