

## **TERMS OF REFERENCE**

### **THE APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF PAUPER BURIAL SERVICES FOR A THREE YEAR PERIOD (36 MONTHS) FOR WEST RAND DISTRICT MUNICIPALITY**

#### **1. PURPOSE**

To invite suitable and qualified service providers (bidders) to provide pauper burial services (persons of unknown origin) for a period of three years.

The aforementioned services should be provided to the municipality that is the WRDM in accordance with Regulations under the National Health Act, Act 61 of 2003 Regulation relating to the management of human remains R363 of 22 May 2013 and Regulation 796 of 17 July 2020 Regulation relating to the Management COVID 19 Human Remains, regulation under the Disaster Management Act.

#### **2. DELIVERABLES**

##### **2.1 SCOPE OF WORK**

The burial package provided by the service provider shall comprise of the following:

- Prepare paper work;
- Removal of the body from government mortuary for burial
- Provision of hearse for the transportation of corpse from mortuary to cemetery; and
- Provision of coffin as per agreement between the service provider and the municipality.
- The service provider must be able to perform the service within 10 days from and

Including the date of receiving a written notice and

- Provide proof of burial signed by government mortuary.

##### **2.2 FACILITIES AND EQUIPMENT REQUIREMENTS**

The service provider will be required to provide own infrastructure and resources necessary for the provision of burial services in line with Legislation.

##### **2.3 REPORTING**

The service providers will be required to provide the municipality with reports on the burials conducted after each burial; the report will accompany claims for a provided service. The format of reporting will be agreed upon the two parties.

The report will include amongst others:

- Name (s) of the deceased (any)/an identification number provided by police/WRDM
- Location of burial
- Grave number
- Date of burial
- Police case number
- All supporting provided at government mortuary will form part of the report
- The report will be signed by both the service provider, designated official at government mortuary (provincial government), or the South African Police Services or Gauteng Department of Health (SAPS/GDoH)
- Other conditions will be included in the service Level Agreement

**A Service Level Agreement shall be entered into between the successful bidder and the Municipality on the implementation of the project.**

### **3. SPECIAL CONDITIONS**

The service provider must meet the following conditions:

- The service provider must attach a certificate of competency;
- The service provider must provide proof of payment of annual undertakers registration fees when submitting for this tender
- The turnaround time for burial of a corpse after request of a service should not exceed ten (10) days;
- Site visit/ inspection of all bidders will be conducted prior evaluation of the bid; and
- Successful bidder/s should be in a position to provide a service in all municipalities within West Rand Municipal Area.

### **4. PRE-REQUISITES**

Any Service provider who does not have the following will automatically be disqualified:

- ❖ Certificate of Competence or Provisional Certificate of Competence in terms of Regulations Relating to Management of Human Remains No R 363 of 2013;
- ❖ Refrigeration Storage Facilities;
- ❖ Appropriate transport (Hearse); and
- ❖ Facilities for the cleaning of vehicles on such premises.

**NB:**

- The information provided will be verified by WRDM through physical Inspection

**COMPLIANCE TO PRE REQUISITES**

**Indicate with an X**

<b>REQUIREMENTS</b>	<b>Mark with X if the facility is available</b>
Certificate of Competence or Provisional Certificate of Competence of Regulation Relating to Management of Human Remains No. R 363 of 2013	
Refrigeration Storage facilities	
Appropriate transport (Hearse)	
Facilities for the cleaning of vehicles on such premises	

**1. CRITERIA FOR EVALUATION OF TENDER AND CONDITIONS OF CONTRACT**

**EVALUATION CRITERIA**

**Preference points system**

This tender will be evaluated on a **80/20** Preference Point System (80 points for price and 20 for BBBEE) In line with the provision of preferential procurement Policy Framework Act, Preferential Procurement Regulations 2017, Supply Chain Management Policy of WRDM and National Treasury Regulations.

**FUNCTIONALITY EVALUATION**

Functionality will be out of 100 points. Bidder(s) who obtain **less than 60 points** of the functionality evaluation will be eliminated from further evaluation. If any criterion is rated zero points the tenderer will be rejected. The evaluation will be based on the following:

<b>CRITERIA</b>	<b>WEIGHTING</b>
<b>FUNCTIONALITY</b>	<b>100</b>
<p><b>1. EXPERIENCE</b></p> <p><b>1.1 Experience of the company as a mortuary ie funeral undertaker</b></p> <p>Below 2 Years = 0 points            2 years = 20 points            3 Years = 25 points            4 Years = 30 points            5 Years or more = 40 points</p>	<b>40</b>
<p><b>2. Experience of the Owner of the funeral undertaker on Management of Mortuary.</b></p> <p>Below 3 Years = 0 points            3 Years = 20 points            4 Years = 25 points            5 Years or more = 40 points</p> <p><b>NB: Bidders must attach company profile clearly indicating experience as a funeral undertaker</b></p>	<b>40</b>
<p><b>3. Structural design and compliance of the Mortuary: In possession of a valid Certificate of Competence</b> in accordance with Regulation Relating to Management of Human Remains No. R 363 of 2013.            Refrigeration Storage facilities compliant.            Mortuary facilities compliant.</p>	<b>20</b>