



PORT ST JOHNS
MUNICIPALITY
OUR HERITAGE. OUR PEOPLE

RE – ADVERTISEMENT REQUEST FOR QUOTATIONS

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
16 March 2023	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2022/23 Ref 25	27 – 03 - 2023 @11:00 AM

Appointment of a qualified service provider to conduct an independent assessment/ audit of the municipal landfill site.

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for Appointment of a qualified service provider to conduct an independent assessment/ audit of the municipal landfill site.**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **27 March 2023 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Attach Rates clearance statement which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:



Price = 80

100% Black People and Youth = 20

100% Black People = 10 (Attach ID and Central Supplier Database Report to attain points)

Youth = 10 (Attach ID and Central Supplier Database Report to attain points)

TERMS OF REFERENCE

Introduction

Port St Johns Local Municipality hereby requests proposals from a suitably qualified and experienced service provider to conduct an independent assessment/audit of the municipal landfill site.

1. Scope of work

The scope of the external landfill site audit consists of:

- i) Document review
- ii) Compilation of audit checklist/questionnaire
- iii) Site visit
- iv) Underground water sampling and testing
- v) Compilation of a compliance audit report

1.1. Document Review

Documents to be reviewed include, but not limited to, the following;

- Landfill site license
- Landfill Site Operational Plan
- Previous audit reports
- DWAF Minimum Requirements for Waste Disposal at a Landfill
- Norms and Standards for Disposal of Waste to Landfill

1.2. Site Inspection

A physical site inspection must be undertaken by the external auditor to provide an assessment of the following permit compliance elements:

- Access to the site
- Security and Access control
- Cover material
- Compaction
- Documentation
- Landfill plant and equipment
- Operation and maintenance
- Safety

The physical site inspection will also include groundwater testing at the two boreholes on site and provide analysis of groundwater testing results for the current year.

1.3. Compilation of compliance audit report

A comprehensive report should be compiled after the site inspection and review of all data, relevant reports, and interviews. The audit report should be according to DEDEAT template/Standards. Ensure the correct audit template is used and contact DEDEAT to confirm.

The landfill compliance audit report must give recommendations on non-compliance identified during the audit exercise.

Compliance measures of 100% should be provided as an indication of the level of current compliance with the landfill site license.

The audit report must:

- i) Report on audit of the landfill site in line with the requirements of the license, NEM:WA (Act 59 of 2008), National Norms and Standards for Disposal of Waste to Landfill, Minimum Requirements for Waste Disposal by Landfill, CSIR, 2011- Municipal Waste Management – Good Practices and Environmental Best Practice.
- ii) Interpret all available data.
- iii) Show groundwater testing results which have been analysed at a SANAS accredited laboratory. The results should be interpreted to show if the water is safe for domestic use (SABS SANS 214-1 and DWS Volume 1: Domestic Use Standards)
- iv) Provide details regarding operation of the landfill site and its impact on the environment.
- v) Analyse the waste management license and recommend whether there is a need for conversion from ECA to NEM:WA.
- vi) Recommend on partial compliance, non-compliance or potential non-compliance and specify target dates for implementation.

2. Written Report

A detailed landfill site audit report must be submitted to Port St Johns Local Municipality as both a signed hard copy and a soft copy.

3. Proposal Submission Requirements

3.1. List of Contents

All proposals must cover the following aspects of importance:

3.1.1. Brief Company Profile

Inclusive of brief history, field of expertise, staff resources, location of main office and other offices, list similar projects completed in the last five years.

3.1.2. Proposed Cost Structure

Detailed budget breakdown of the proposed fee structure

3.1.3. Expertise Required

It is strongly suggested that the project team is led by a registered Environmental Assessment Practitioner or a Professional Natural Scientist.

FUNCTIONALITY ASSESSMENT

Maximum points = 50

Bidders need to SCORE a minimum of 35 points in order to proceed to Price Evaluation)

Evaluation Criteria	Points Allocated
Track record of at least 2 similar projects (Attach (2) appointment letters with recommendation letters)	20
Qualification, experiences and knowledge relevant to waste management (Attach Two CV's of the key personnel with relevant qualifications on waste management)	20
Proof of public liability insurance of at least R500 000	10

Enquiries regarding the specification of these items kindly call Mr Gweje on 066 319 4267

ISSUED BY



**MR M. FIHLANI
MUNICIPAL MANAGER**

Date: 28/02/2023