

MAKHADO MUNICIPALITY

QUOTE NO. MAK09/2018

APPOINTMENT OF EXTERNAL AUDITOR TO CONDUCT LANDFILL AUDIT

All interested service providers are hereby invited to submit written quotations for the appointment of external auditor to conduct landfill audit.

SCOPE OF WORK

1. BACKGROUND

The Makhado New landfill site is a registered GMB- site with the License number: 12/9/11/L413/5, the site is owned by Makhado Local Municipality but operated and maintained by a private company. The site started to be in operation on the 01ST July 2017 and is expected to operate according to License condition and relevant statutory requirements.

The site is situated on the western side of Tshikota Location just next to the Makhado Air strip, about seven kilometers southwest of Louis Trichardt Town CBD. The site is located on Portion 1 of Farm Rietvlei 276-LS along a gravel road to Makhado shooting range. The site is relatively flat area, but generally drains towards the south/southeast. Several non-perennial streams drain from the mountain range behind and to the south of the site, which flow towards the Litshovhu River several kilometres to the southwest. The approximate elevation of the site is 900m above Mean Sea Level. The site is approximately 3 km south of Zoutpansberg Mountain.

The landfill site occupies an area of about 20 ha and comprises of the following infrastructure: 2.3m high concrete palisade, access road; site entrance boards; guard room, weighbridge and weighbridge control room; site manager office, ablutions, internal site roads; recycling shed (waste sorting) area; and waste disposal cells and leachate collection dam.

2. PURPOSE

The purpose of this External Landfill Compliance Audit is to determine the extent of compliance with the landfill site permit, licences and DWAF Minimum Requirements 2nd Ed. 1998.

3. SCOPE OF WORK FOR LANDFILL SITE PERMIT AUDIT

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

3.1 Pre-Audit Meetings

- A pre-audit meeting during which the auditor will advise the auditee (Client) what aspects will be audited, the full scope of the landfill compliance audit and what documentation would be required for review.

3.2 Site Inspections

- Access control, Cover material, Compaction, Documentation, Landfill plant and equipment, Operation and maintenance and Safety

3.3 Previous Audit Reports

- Review and identification of repeat audit findings.
- Review of audit remedial measures implements.
- Improvement measures noted.

3.4 Audit Report, Key Findings and Recommendations

- A comprehensive report should be compiled after the site inspections and review of all data, relevant reports, and interviews.
- The landfill compliance audit report must give recommendations on non-compliance identified during the compliance audit.
- Compliance measure scores out of 100% should be provided as an indication of the level of current compliance with the Site Permit and licenses.

4. DELIVERABLES

The following deliverables must be provided among other as a direct output of the above scope of work.

- 4.1 Project Inception Meeting
- 4.2 Pre-audit meeting with landfill team
- 4.3 Review and analysis of all monitoring data and relevant reports
- 4.4 Preparation of an audit checklist to undertake site investigation
- 4.5 Landfill site investigation (Site Permit Conditions and DWAF Minimum Requirements)
- 4.6 Excel scoring matrix to determine the level of permit compliance
- 4.7 Compilation for External Landfill Compliance Audit Report
- 4.8 Submission of monthly Progress Weekly Progress Reports
- 4.9 Approval of External Landfill Compliance Audit Report

5. TIMEFRAMES

The scope of work must be carried out and completed within a period of 5 (five) weeks from start to completion of the project. This timeframe will include the review, amendments and approval of the report

REQUIREMENTS

- Valid Tax Clearance Certificate with Tax compliance status pin issued
- A copy of Company Registration Certificate/ CK
- Certified copy/copies of company owner(s) ID Book(s). Not later than three (03) months.
- Certified copy of BBBEE Certificate or Affidavit (For Preferential Points). Not later than three (03) months
- Attach Proof of payment of Municipal Bill/ Rates accounts/ Formal Lease Agreement, Letter from the Traditional Authority
- CSD Summary Report
- Company or auditor should be registered with Institute of Waste Management of South Africa
- Proof of qualification minimum of Bachelor of Environmental Sciences Degree
- An auditor should provide a proof of Environmental Management Inspectorate (EMI) training
- Company or Auditor should have an experience in landfill audit (provide an appointment letter of the similar successful project with full client's contact)

Quotations must be as follows:

1. Be signed by an authorized person of the supplier
2. Be on an original letter head of the company/enterprise
3. Be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. Be accompanied by a valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **"MAK09/2018"** & description **'APPOINTMENT OF EXTERNAL AUDITOR TO CONDUCT LANDFILL AUDIT'** and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 16 MARCH 2018**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council's Supply Chain Management Policy and **80/20** points scoring and with functionality will be used. Preference points will be allocated according to BBBEE rating.

Functionality criteria

Criterion	Points
Qualification and Experience: <ul style="list-style-type: none">• No of previous landfills audited (10);<ul style="list-style-type: none">○ 3 landfills – 10○ 2 landfills – 6	20

<ul style="list-style-type: none"> ○ 1 landfill – 2 ○ No Landfill – 0 ● Qualification of company (5); <ul style="list-style-type: none"> ○ Pr.Sci.Nat. BSc Env – 5 ○ Cert.Sci.Nat. – 4 ● Proof of Environmental Management Inspectorate (EMI) training: (5) <ul style="list-style-type: none"> ○ Training Certificate – 5 ○ Without Certificate – 0 	
<ul style="list-style-type: none"> ● Registration with IWMSA (6) <ul style="list-style-type: none"> ○ Registered -6 ○ Without registration - 0 	6
Location of Office: (8) <ul style="list-style-type: none"> ● Within Municipality – 8 ● Limpopo – 6 ● South Africa – 4 ● Southern Africa – 2 	8
Experience of project leader CV and core personnel (6) <ul style="list-style-type: none"> ● More than 8 yrs - 6 ● More than 4 yrs - 4 ● No Experience - 0 	6
Total	40

NB: The functionality of the quotation point is **40 points** and bidders which score less than **35 Points** on functionality will be disqualified and not considered for further phases.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mr HN Tshivhula** at contact number: **015 519 3075** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. All Service Provider doing business with Makhado municipality are required to register on the CSD (**Central Supplier Database**)
5. Admin enquiries can be directed to **Ms TP Ntsieni** or **Mr M Ramabulana** at **015 519 3179/3024**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no: 27/2018
File no: 8/3/2/1
MR N F TSHIVHENGWA
MUNICIPAL MANAGER