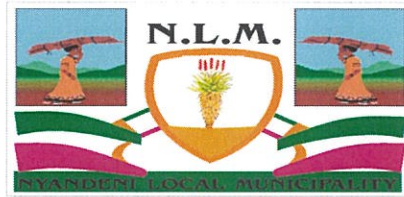


NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE
POSTAL ADDRESS:
Private Bag X 504
5160



Tel: 047 5555 024
047 5555 000
047 5550 278
Fax: 047 555 0202

"Deciding with the people, not for the people"

Date: 08 April 2021

REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	EXTERNAL ENVIRONMENTAL AUDITOR
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 20/2021
SITE CLARIFICATION MEETING (COMPULSORY):	15 April 2021 @ 12:H00
QUOTATION TO BE DELIVERED BY:	22 April 2021 @ 12H00

SPECIFICATION OF ORDER

Proposals are requested from experienced service providers for professional services of Environmental Assessment Practitioner that will be responsible for conducting a once-off yearly external environmental audit for waste management facilities.

This serves to request your good office to approve the procurement for professional services of Environmental Assessment Practitioner that will be responsible for conducting a once-off yearly external environmental audit for waste management facilities.

The scope of the Contract:

The purpose of this request for quotation is to get professional services from Environmental Assessment Practitioners. The services will be required once. The license conditions for the landfill site requires the municipality to appoint external auditor to conduct audits annually in accordance with the standards set out in the license and compile an audit report.

Procurement for securing of professional services of Environmental Practitioner with vast experienced on Environmental Audits for Landfill Operations and Waste Management activities.

1. Scope and extent of Work.

The purpose of this request for quotation is to get professional services from Environmental Assessment Practitioners. The services will be required once. The license conditions for the Landfill site requires the municipality to appoint external auditor to conduct audits annually in accordance with the standards set out in the license and compile an audit report.

The tasks to be carried out on appointment are as follows but not limited to:

- Site visit to our waste facilities to assess the compliance status as per the operating license conditions and Operational Plans; that is Ngqeleni Waste Transfer Station and Libode Landfill Site
- Assess our waste Management Operations in both towns.
- Assess the status of our skip bins in towns and in peri urban
- Compile a report with recommendations.
- Submit the report to the Municipality

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

- **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- A Detailed Company Profile (with relevant past experience)
- Completed Database Registration Form (if not currently registered with Nyandeni Local Municipality)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Declaration of Interest (MBD4)
- MBD 8 and MBD 9
- The provision of preferential Procurement Regulations 2017 will apply
- Billing Clearance Certificate or Statement of Municipal Accounts.
- Entity Tax Compliance Status PIN & Entity Tax Reference Number as issued by SARS (With clear expiry dates)
- An original or certified copy of B-BBEE certification or Original Affidavit.
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- In case of a joint venture, an original valid Tax Clearance of both partners should be submitted as well as a signed agreement by both parties

- **Delivery time and availability of stock** must be indicated in the quotation e.g., delivery will take place within five working days after the date of purchase order.
- **Central Supplier Database (CSD) report (All pages must be attached) Not older than 3 months.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

B-BBBEE Status Level Contribution -20 Points

Quality (functionality) will be evaluated based on the following:

EVALUATION CRITERIA

Criteria	Weight	Value 1-5	Max Score	Possible
<p>Experience: 5 years' experience. The service Provider must have a relevant experience in undertaking external audits for waste facilities and landfill sites. Similar projects that were successfully conducted, please attach proof for the completion of such projects</p>	15	Max 5		75
<p>Expertise: Expertise in providing the service and staff that are qualified in Environmental Management and to be involved in providing the service.</p> <p>I. Environmental Assessment Practitioners that are registered with SACNASP.</p> <p>II. Proven experience as Environmental Assessment Practitioner (EAP) in External Environmental Audit in Waste Management and Landfill Management.</p>	15	Max 5		75
<p>Methodology: A detailed Plan with timeframes on how the project will be executed and full compliances with terms of reference must be tabled to the end user before starting the project; the Service Provider must meet the end user expectations. Site briefing before the quotations are submitted is compulsory.</p>	5	Max 5		25
<p>Practicing EAP with Knowledge and experience in Landfill management.</p>	5	Max 5		25
Total	40(TW)			200 (MPS)

Where : 1 = Poor; 2 = Acceptable; 3 = Good; 4 = Very Good; 5 = Excellent

Tenderers will be evaluated for functionality and those who score equal or more than 60% will be considered for price

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NLM 20/2021 - EXTERNAL ENVIRONMENTAL AUDITOR which will be placed in

the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on **Thursday, 22 April 2021**.

For technical enquiries, please contact Mr. L. Mashiya at (047) 555 5000/88 and/or Mr. J. Sikhuni at (047) 555 5000/78 during working hours.

All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.



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MS. Z. MASUMPA
ACTING MUNICIPAL MANAGER