



EPHRAIM MOGALE LOCAL MUNICIPALITY

QUOTATION NO: 8/3/205

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE EXTERNAL COMPLIANCE AUDIT OF THE LANDFILL SITE

Ephraim Mogale Local Municipality hereby invites quotations from interested parties for **External Audit of the Landfill Site** according to the specification listed below;

Quotations must be in a sealed envelope and reach the Municipality on or before 12:00 pm on 15 APRIL 2016 at: Municipal Offices, 2 Ficus Street, Marble Hall, TENDER BOX.

NB: MUNICIPAL BID DOCUMENTS ARE OBTAINABLE FROM SUPPLY CHAIN OFFICES

Quotations must be in writing and must clearly indicate the relevant supply or service for which is being quoted. **Bids transmitted by fax or e-mail will not be accepted**, although Ephraim Mogale Local Municipality accepts no responsibility for ensuring that quotations are timeously received by Ephraim Mogale Local Municipality.

Quotations will not be considered unless the following information has been furnished:

- i. Full name;
- ii. Certified copies of identification document of company directors and registration documents of your company/close corporation;
- iii. Valid Tax Clearance Certificate issued by SARS;
- iv. VAT registration number, if any;
- v. Proof of Municipal Rates & Taxes for the company or the directors accounts not older than 3 (three) months or valid lease agreement in case of company renting along with service account billed in the name of the bidder or letter from tribal authority accompanied by confirmation from municipality that services are not levied/charged.
- vi. If a natural person, whether he or she is or not in the service of the state, or has been in the service of the state in the previous twelve months; or
- vii. if not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months; or
- viii. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in (vi) is in the service of the state, or has been in the service of the state in the previous twelve months.

("In the service of the state" means to be -

- a) A member of any municipal council, any provincial legislature, the National Assembly or the National Council of Provinces;
- b) A member of the board of directors of any municipal entity;
- c) An official of any municipality or municipal entity;
- d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- e) A member of the accounting authority of any national or provincial public entity; or
- f) An employee of Parliament or a provincial legislature)

- ix. This quotation must be accompanied by duly completed and signed:
- **MDB 4 – Declaration of Interest**
 - **MDB 6.1 – B-BBEE Status Level of Contribution**
 - **MDB 8 – Declaration of Bidders Past Supply Chain Practices**
 - **MDB 9 – Certificate of Independent Bid determination**

N.B: Bidders are to submit proof of registration with the SOUTH AFRICAN COUNCIL FOR NATURAL SCIENTIFIC PROFESSIONS or related

Your quotation will be rejected if the above forms are not fully completed, signed and submitted.

These documents are obtainable from Supply Chain Management Unit during office hours and on the municipal website, www.emphraimogalelm.gov.za.

Important Note:

- (i) **Quotations with a value over R30 000 (VAT included) must be accompanied by a valid tax clearance certificate from the South African Revenue Services that provider’s tax matters are in order;**
- (ii) **In terms of Preferential Procurement Regulations of 2011, the 80/20 preference point system is applicable. Broad Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claim. Failure to submit such a certificate will result in a bidder not qualifying for preference points for B-BBEE. The bidder must submit verification certificates that are accredited by:-**
 - **SANAS (South African National Accredited System)**
 - **IRBA (Independent Regulatory Board of Auditors)**

Points will be awarded to a bidder for attaining the B-BBEE status level of the contributor

B-BBEE Status Level of Contributors (System)	Number of points (80 - 20)
1.	20
2.	18
3.	16
4.	10
5.	8
6.	6
7.	4
8.	2
Non-compliance Contributor	0

Queries can be directed to Mr J Madisha (SCM Manager at Ephraim Mogale Local Municipality)☎: (013) 261 8450

MATHEBELA MM
MUNICIPAL MANAGER

DATE

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DETAILED SCOPE OF WORKS

Introduction / Background

Landfill sites are operated in terms of a permit or licence issued in terms of legislation. In managing the landfill site the permit conditions requires an annual independent external audit of such conditions and other legislative requirements.

Bids for the External audit of the Landfill site for Ephraim Mogale Local Municipality are required by identification and description of the following disciplines:-

- Status quo compliance audit which include but are not limited to the following;
- Analysis of Permit /license and conditions and status of current permit.
- Current status of Landfill site vs. permit conditions
- Audit criteria and standards used.
- All findings of the site visit and information reviewed.
- Detail analysis of the compliance per condition/requirements
- Overview of compliance i.e. fully compliant, partially compliant, non-complaint or not applicable.
- Detail strategies and recommended actions to be taken to ensure compliance.

Purpose / Objectives of the Project

To submit a comprehensive audit report on the findings of the audit against all related legislation in respect of waste disposal at landfill sites, landfill operations and compliance of landfill sites.

Potential service providers are required to submit bids that indicate expertise with regard to the typical Environmental services and a clear indication and description of disciplines that is mentioned under the project description needs to be covered in the proposal. The main purpose is to submit a comprehensive audit report with recommendations and strategies for the Marble Hall landfill site.

Time Frame

This will be a once off project for the 2015/16 financial year and must be completed within 4 weeks from the date of the appointment letter.

Data collection, visible observation and inspection to formulate the audit must be done in collaboration with the Community Services Department. Further discussions with other department if needed will also be facilitated by the Community Services department.

The contact person in the Community Services department will be **Mr C Badenhorst at 013 261 8480 / cbadenhorst@emogalelm.gov.za**

Service providers are expected to provide an estimate of disbursements in their proposal and indicate payment at specific milestones successfully completed. The project cost must be inclusive of all chargeable costs and VAT to the municipality. The municipality will not pay any amount outside the projected/quoted amount.

References / Past experiences

The proposal should include a client reference list with contact details, copies of appointment letters and a brief description of similar projects successfully completed with clear indication of project awarded amounts, time frame and description of the relevant project. Similar references of other district municipalities, local municipalities, provincial government departments and national government departments will be an added advantage.

PRICING SCHEDULE - QUOTATION NO: 8/3/205 - APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE EXTERNAL COMPLIANCE AUDIT OF THE LANDFILL SITE

Conditions:

- All prices quoted should be firm and VAT inclusive (for Vat vendors)
- Prices should be valid for a 90 day period
- If the pricing schedule is not signed the quotation will not be considered

Name of Bidder: _____

Contact Person: _____

Tel / Cell No: _____

Business Address: _____

No	Description	Quantity	Unit Price	Total Price
1.				
	Total			
	VAT @ 14%			
	Grand Total			
	Estimated Project duration: _____ days.			

Signature of Bidder

Date