



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**ANDM INTEGRATED WASTE MANAGEMENT PROJECT**  
**2024/25 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
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# **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

## **1.1 INTRODUCTION**

The Office of the Municipal Manager in Alfred Nzo District Municipality (ANDM) is facilitating the development of an integrated waste management plan (IWMP) for the district landfill site. The South African National Constitution, 1996 (Act 108 of 1996) Section 156 (1) (a) of the Constitution, read with Schedule 5, assigns responsibility for refuse removal, refuse dumps, solid waste disposal and cleansing to local government. This responsibility includes both the executive authority and the right to administer these functions. This assignment details with the core objects of local government outlined in section 152, such as service delivery, social and economic development, and environmental health and safety.

Further to the above, The National Environmental Management: Waste Act (No 59 of 2008) asserts the roles of various spheres of government in waste management, and specifically Local Municipalities are required to:

- To ensure the universal and sustainable delivery of services, subject to national and provincial regulation. In particular, they are required to maintain separate financial statements, including a balance sheet of the services provided.
- To develop an Integrated Waste Management Plan (IWMP) and incorporate it into their Integrated Development Plan (IDP). The IWMP must be consistent with the District and Provincial IWMP's.

## **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

### **1.2.1 Overall objective**

The overall objective is the appointment of service provider to develop an IWMP for Alfred Nzo district municipality to integrate waste management within, and where possible, with services of local municipalities in Alfred Nzo district.

### **1.2.2 Specific Objectives**

Identify needs and gaps in the current waste management system of local municipalities in ANDM.

- Project and plan for future waste management needs and requirements.
- Minimize waste management costs by optimizing the efficiency of the waste management system, in terms of usage of infrastructure, labour and equipment;
- Minimize adverse social and environmental impacts related to waste management and thereby improve the quality of life for all citizens; and
- Improve level of service regarding waste management.

## **2. SCOPE & EXTENT OF WORK**

The role of the appointed service provider will be to assist Alfred Nzo District Municipality to develop the First-Generation Integrated Waste Management Plan that covers its entire areas of Jurisdiction as per NEMWA:

Details of the scope of work are outlined below:

- Manage, facilitate and co-ordinate the review of an implementable "WASTE MANAGEMENT PLAN" in accordance with the National Guidelines.
- Ensure all relevant stakeholders are involved and informed about the process and progress.

- Establish and orientate a Waste Management Committee.
- Ensure co-ordination and integration with other relevant plans within the municipality.
- To provide technical assistance for research, data collection, verification analysis, set objectives, generate and evaluate alternatives and develop strategies thereof. To perform a literature review & make alignment with available policies and legislative framework.
- In depth investigation of the strength and weaknesses of the municipal area.
- Identify key strategic programme areas with potential socio-economic profiling of the area.
- Develop an implementable programs and projects.
- Draft business plans for major projects that need funding.
- Organise Training for Refuse removal staff and councillors.
- Propose institutional arrangements to drive the plan.
- Prepare regular progress report.

The IWMP shall be developed in a phased manner as follows:

- Phase I            Status Quo Analysis;
- Phase II            Gap Analysis and Needs Assessment;
- Phase III            Development of Goals, Objectives and Policies;
- Phase IV            Identification and Evaluation of Alternative Plans; and
- Phase V            Development of an Implementation Strategy, develop a policy and provide training.

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document.

### **3. PROJECT TIME FRAME**

The project time frame will be x 6 months from the date of appointment of the service provider.

#### **4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

- The appointed service provider will be required to present a detailed project Implementation Plan to the municipality, and the Project Steering Committee as the first task and deliverable at the start of the project.
- Ten Hard Copies (binded in glossy paper) and Soft Copy of the IWMP shall be submitted by the Service Provider at the end of the project.

#### **5. STAKEHOLDERS CONSULTATION**

Through consultation between the service provider and the District Municipality, the service provider will provide technical guidance, while municipality of ANDM will be responsible for undertaking the stakeholder consultation with traditional and elected authorities. Project beneficiaries will be provided to ANDM by the community leaders, thus ANDM and service provider will not undertake the process of recruiting project beneficiaries but rather give the guidance in terms of the required skills, target group etc

#### **6. PROJECT MANAGEMENT**

The appointed service provider will take responsibility of the work. The client will deal with the contracted service provider. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be

undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

## **7. REPORTING MECHANISM**

It is expected that regular progress reports will be submitted to ANDM on monthly basis and further presented to the PSC. The Project Manager has the right to change the frequency of reporting as and when necessary.

## **8. REFERENCE MATERIALS**

For reference purposes, the following documents may be used (and are available on the internet) but not limited to:

- Integrated Development Plan (IDPs) for all ANDM Local Municipalities
- NEMA: Integrated coastal Management Act, Protected Areas Act, Biodiversity Act and all other relevant SEMAs
- National Climate Change Response white paper
- ANDM Climate Change Vulnerable Assessment
- Lets respond tool kit
- Provincial climate change strategy
- ANDM Environmental Management Framework
- ANDM Disaster Management Plan
- Spatial Development framework
- MFMA

## **9. SUBMISSION OF BIDS**

Quotations must be emailed to [tenders@andm.gov.za](mailto:tenders@andm.gov.za) referenced with Bid Number failure to do so will lead to disqualification.

**NB: No Dropbox or Links will be accepted**

## 10. EVALUATION CRITERIA

Evaluation criteria of the quotations;

The quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	40
• Methodology	10
<b>Total Scoring</b>	<b>100</b>

### Stage 2

#### Price and Preference

Bids will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to	6

	obtain full points the percentage of equity held must be 51% or more	
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	3
Disabled	Attach a Signed Letter from Health Practitioner	3
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	3
<b>Total Scoring</b>		<b>100</b>

#### Breakdown of Capacity to Execute the Work

<b>Previous Company Experience</b>	<b>50</b>
<b>Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of 3 IWMP projects/Research/programs, to the minimum value of R40 000.00 each or more	50
Traceable record for successful completion of 2 IWMP projects/ research/ programs, to the minimum value of R40 000.00 each or more	40
Traceable record for successful completion of 1 IWMP project/ research/ programs, to the minimum value of R40 000.00 or more.	30
<b>Total Scoring</b>	<b>50</b>
<b>Note COMPULSORY attachments for verifying work done:</b>	
1. The ANDM Assessment Bidder Form (available on our website <a href="http://www.andm.gov.za">www.andm.gov.za</a> ) must be completed, stamped, and signed by the previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.	

<p><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b></p> <ul style="list-style-type: none"> <li>- <b>An Appointment Letter or Official Purchase Order specifying the contract amount for each project completed.</b></li> </ul>	
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<p><b>Capacity and Expertise to Undertake the Project</b></p> <p><b>Note: The scoring in this section is preferably non-cumulative, unless justifiable to the Specification Committee</b></p>	<b>40</b>
<p><b>A Project Team with the following areas of expertise:</b></p>	<b>[40]</b>
<p>The team with three of the following qualifications will get full points:</p> <ul style="list-style-type: none"> <li>• Must have a minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering and must be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP).</li> <li>• Accredited Project Management certificate</li> </ul> <p>Minimum of 3 years' experience post qualification</p>	<b>40</b>
<p>The team with two of the following qualifications will get minimum points :</p> <ul style="list-style-type: none"> <li>• Must have a minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering and must be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP).</li> <li>• Accredited Project Management certificate</li> </ul> <p>Minimum of 2 years' experience post qualification</p>	<b>20</b>

<p>A team with one of the following qualifications will get a minimum points:</p> <ul style="list-style-type: none"> <li>• Must have a minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering and must be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP).</li> <li>• Accredited Project Management certificate</li> </ul> <p>Minimum of 1 year experience post qualification</p>	10
<p style="text-align: right;"><b>Scoring</b></p> <p><b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b></p>	40
<p><b>Methodology</b></p> <p><b>Note: The scoring in this section is cumulative</b></p>	[10]
<ul style="list-style-type: none"> <li>▪ How the project will be carried out showing understanding of scope of work.</li> <li>▪ Detailed work plan with timeframes and financial projections</li> </ul>	5
<ul style="list-style-type: none"> <li>▪ Demonstrate knowledge of government climate change policies, laws &amp; prescripts.</li> </ul>	3
<ul style="list-style-type: none"> <li>▪ Show ability to transfer skills and stakeholder engagement</li> </ul>	2
<p style="text-align: right;"><b>Total Scoring</b> <b>[40 + 10]</b></p>	50

For any queries regarding this tender, please contact MRS N CHONCO for project related queries; on (039) 254 5025 or;

Supply Chain Management contact for SCM related queries Mr .B.C.W. Makiwane at telephone number 039-254-5218/5134 during office hours.

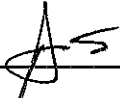
**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

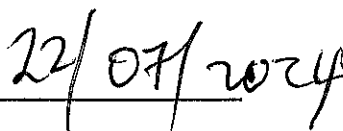
**4735**

**RECOMMENDED/ NOT RECOMMENDED**

  
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**MR N.R XOLO**

**DIRECTOR: STRAGETIC GOVERNANCE**

  
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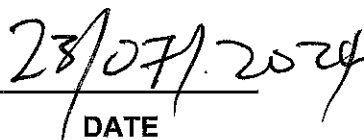
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**APPROVED/NOT APPROVED**

  
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**MRS. U.P. MAHLASELA**

**ACTING MUNICIPAL MANAGER**

  
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**DATE**

**Comments:**

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**ANDM INTEGRATED WASTE MANAGEMENT PLAN**  
**2024/25 FINANCIAL YEAR**