



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE  
(EMAXESIBENI) LANDFILL AUDIT  
2024/25 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
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**Mount Ayliff**  
**4735**

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## TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT .....	3
1.1 INTRODUCTION .....	3
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT .....	3
1.2.1 Overall objective .....	3
1.2.2 Specific Objectives.....	3
2. SCOPE & extent of work.....	4
3. PROJECT TIME FRAME .....	5
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES .....	5
5. STAKEHOLDERS CONSULTATION .....	6
6. PROJECT MANAGEMENT.....	6
7. REPORTING MECHANISM.....	6
8. SUBMISSION OF BIDS .....	6
9. EVALUATION CRITERIA .....	8

## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

The Office of the Municipal Manager in Alfred Nzo District Municipality is facilitating the development of a Landfill audit for the district as mandated by chapter 2 section 24 of South African constitution which specifically puts environmental rights into the context of sustainable of human health, stating "everyone has the right to an environment that is not harmful to their health or well-being", as well as recognizing the rights of future generations in the context of sustainable development by stating "and to have the environment protected , for the benefit of present and future generations, through reasonable legislative and other measures or strategies that prevent pollution and ecological degradation; promote conservation; and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development. The Alfred Nzo District Municipality (ANDM) is comprised of four Local Municipalities namely: Umzimvubu, Matatiele, Ntabankulu and Winnie Madikizela Mandela Local Municipalities. Municipal systems Act (32 of 2000) also emphasizes on the role of the municipality to provide clean and safe environment that will promote sustainable development.

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

#### **1.2.1 Overall objective**

The main objective of developing a Landfill audit is to centralize the local Mzimvubu landfill site into a regional landfill site for the benefit of the surrounding local municipalities, in ensuring a cleaner and safe environment.

#### **1.2.2 Specific Objectives**

- Identify major sensitive and environmental priority areas in Alfred Nzo District Municipality
- Recommend means of addressing issues identified as sources of environmental threats in Alfred Nzo District Municipality with specific reference to health, water, agriculture, energy, biodiversity and tourism sectors etc.
- Improve level of service regarding waste management

- Project and plan for future waste management
- To minimize waste management costs by optimizing the efficiency of the Landfill audits

## **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 Landfill Audit that covers its entire areas of jurisdiction as per NEMWA 59 of 2008. The project should undertake in accordance with the guidelines laid down in the 'Minimum Requirements for the waste Disposal by Landfill Second Edition 1998, published by the Department of Water Affairs and Forestry'

Conduct a comprehensive independent physical site inspection, provide an assessment of the following permit compliance elements.

### Pre-Audit Meetings

- A pre-audit meeting during which the auditor will advise the client what aspects identified during physical inspection.
- The full scope of the landfill compliance audit.

### Site Inspections Access control

- Cover material, Compaction, Documentation, Landfill plant and equipment, Operation and maintenance and Safety
- Previous audit report Review and identification of repeat audit findings.
- Review of audit remedial measures implements. Improvement measures noted.
- 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.

The following should be taken into consideration:

- Visit and assessment of Emaxesibeni Landfill Site (assess compliance with ISO 14000 and EMP of the site).
- Assess permit compliance according to the landfill licence
- Document reviews
- Monitoring the operation and maintenance of the site
- Compile consolidated report (Permit Compliance checklist, Operation Audit checklist, photos and graphs).

## **STAKEHOLDER CONSULTATION**

Through consultation between the service provider and the ANDM, the service provider will provide scientific guidance and will be responsible for undertaking the stakeholder engagement as it is a vital component in terms of chapter 4 of the municipal systems act.

## **2.2 EDUCATION AND CAPACITY BUILDING**

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the project steering committee and management officials within the institution during the project. For monitoring purpose it is advisable that during the site visits and other tasks the municipal officials working in the project be involved and input on the project in order to ensure that the plan is credible. Appointed service provider will give detail and share knowledge with ANDM personnel during the liability phase.

## **3. PROJECT TIME FRAME**

The project time frame will be 3 months from the date of appointment of the service provider.

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

- Preparation of an audit checklist to undertake site investigation (site investigation audit report in place)
- Landfill site investigation (Site Permit Conditions and DWAF Minimum Requirements)

- Excel scoring matrix to determine the level of permit compliance
- Compilation for External Landfill Compliance Audit Report per waste disposal facility (hardcopy and soft copy)
- The service provider to recommend actions to be taken to ensure compliance in a structured manner (Action plan to indicate timeframe)
- Water samples results as per annexure IV of the license

## 5. PROJECT MANAGEMENT

In case where the appointed service provider appoints the services of other consultants or sub-constructors, the appointed service provider will take responsibility for the work and payment of the sub-contracted service provider. The project is to be co-ordinated and managed by a project steering committee comprising of officials from Alfred Nzo District Municipality, Winnie Madikizela Mandela Local Municipality, Ntabankulu Local Municipality, Umzimvubu Local Municipality, Matatiele Local Municipality, DFFE, DEDEAT, DWS, DRDAR, Traditional leaders and Councillors as well as the appointed service provider. A project manager will act as a liaison party between the service provider and the project steering committee.

## 6. REPORTING MECHANISM

Upon appointment, the service provider will have to submit action plan with tasks aligned to budget. It is expected that regular progress reports be presented to the PSC at the end of each phase and report be made available for inputs. This means that the reporting progress will be in both written and presentation format throughout the project cycle. The project Manager has the right to change frequency of reporting as and when necessary. The final environmental management framework must be submitted in both hard and soft copy.

## 7. SUBMISSION OF QUOTATIONS

Completed bids in sealed envelopes endorsed tender number above, **must be deposited in the bid box at Alfred Nzo District Municipality offices, Erf 1400, Ntsizwa Street, Mount Ayliff** not

later than stipulated time and date, where bids will be opened in public shortly afterwards at ANDM Conference centre. **Late, incomplete, electronic, telegraphic, telefaxed, faxed bids will not be considered.** The lowest or any proposal will not be necessarily be accepted and Alfred Nzo District Municipality reserves the right to accept any proposal either in whole or in part. And any assistance in completing partly or full the proposal from ANDM Official or Councillor will result in disqualification of bid.

## 8. EVALUATION CRITERIA

Evaluation criteria of the quotations;

**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>
• <b>Previous Experience</b>	<b>50</b>
• <b>Capacity and Expertise</b>	<b>40</b>
• <b>Methodology</b>	<b>10</b>

<b>Total Scoring</b>	<b>100</b>
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**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.

<b>Preferential Procurement Goals</b>	<b>Proof to be Attached to Claim full Points</b>	<b>Points</b>
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 obtain full points the percentage of equity held must be 51% or more	6
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>Note: The scoring in this section is not cumulative</b>	<b>50</b>

Traceable record for successful completion of a minimum of 02 or more Landfill audit to the minimum value of R25 000.00 each or more	50
Traceable record for successful completion of a minimum of 01 Landfill audit to the minimum value of R25 000.00 or more	40
<b>Total Scoring</b>	<b>50</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p>1. The <b>ANDM Assessment Bidder Form</b> (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 2 Projects were done, 2 Assessment bidder forms must be completed.</p> <p>2. In <b>ADDITION</b> to the above, a traceable record will be evaluated on the basis of:</p> <p>- An Appointment Letter or Official Purchase order</p>	

<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> <ul style="list-style-type: none"> <li>• Project team leader must have a minimum of NQF level 7 in Environmental Science/Management and be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP).</li> <li>• Project Management certificate</li> <li>• Minimum of 3 years' experience in Environmental Science/Management</li> </ul>	40

<ul style="list-style-type: none"> <li>• Two or more personnel must have a minimum of NQF level 6 in Environmental Science/Management</li> <li>• Project Management Certificate or</li> <li>• Minimum of 2 years' experience in Environmental Science/Management</li> </ul>	20
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	
<b>Total Scoring</b>	<b>40</b>
<b>Methodology</b>  <b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	10
Detailed methodology for Landfill audit, maximum points will be obtained: <ul style="list-style-type: none"> <li>• How the project will be carried out showing understanding of scope of work as follows:</li> <li>• Detailed work plan with timeframes &amp; financial projections</li> </ul>	5
<ul style="list-style-type: none"> <li>• Involvement of key stakeholders and presenting on District Environmental Management Forum</li> </ul>	3
<ul style="list-style-type: none"> <li>• Demonstrate knowledge of government waste management policies</li> </ul>	2
<b>Scoring</b>	<b>10</b>

	<b>Total Scoring</b> <b>(40+10)</b>	<b>50</b>
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For any queries regarding this tender, please contact Mr M. Qumba 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**

Mount Ayliff

4735

RECOMMENDED/ NOT RECOMMENDED

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N.R XOLO  
DIRECTOR: STRATEGIC GOVERNANCE

\_\_\_\_\_

DATE

APPROVED/NOT APPROVED

\_\_\_\_\_

MR. O DIKO  
ACTING MUNICIPAL MANAGER

DATE

18/03/2025

Comments:

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