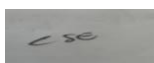

Municipal Infrastructure Support Agent (MISA)
Cooperative Governance & Traditional Affairs (CoGTA)

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PROFESSIONAL
SERVICE PROVIDER FOR THE REVIEW OF THE INTEGRATED WASTE
MANAGEMENT PLAN IN LESEDI LOCAL MUNICIPALITY**

Beneficiary	Municipal Infrastructure Support Agent
Contact Person	SCM:012 848 5300
Postal Address	1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion 0046
Project Name	The Appointment of a Professional Service Provider for the Review of The Integrated Waste Management Plan in Lesedi Local Municipality
Reference No.	MISA/RFQ/WM/997/2024/25
Submission	Hand delivery or Via Email:
Closing Date	29 October 2025
Name of the Bidder	
Total Bid Amount	

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Only black ink is allowed for the completion of the bid document. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the bid document.

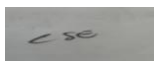


PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (MUNICIPAL INFRASTRUCTURE SUPPORT AGENCY)			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION	THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE REVIEW OF THE INTEGRATED WASTE MANAGEMENT PLAN IN LESEDI LOCAL MUNICIPALITY.		
		CLOSING TIME:	11H00AM
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

LETABA HOUSE			
RIVERSIDE OFFICE PARK			
1303 HEUWEL AVENUE			
CENTURION			
0046			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	MISA	CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER	012 848 5300	FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	
E-MAIL ADDRESS	@misa.gov.za		



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

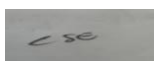
.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....



SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for RFQ Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?
YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure,
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect,
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution, and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Quotations and contracts, Quotations that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all Quotations invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included),
-

1.2 To be completed by the organ of state

- a) The applicable preference point system for this bid is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this bid. The lowest/highest acceptable bid will be used to determine the accurate system once Quotations are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- (a) Price, and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”**
means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation,
- (b) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts,
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes,
- (d) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions, and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2), 5(2), 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the bid documents, stipulate in the case of—

- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system, or
- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid will be used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the bid and points claimed are indicated per the table below.

Note to bidders: The bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
Who are women	5
Who has disability	5
Who is a youth	5
Location of enterprise (local equals province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
Total scored points	20

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct,
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form,
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct,
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process,
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct,
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation,

(d) recommend that the bidder or contractor, its shareholders and

ADDENDUM NO.	DATE	TITLE OR DETAILS

directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied, and

(e) forward the matter for criminal prosecution, if deemed necessary.

RECORD OF AMENDMENTS TO BID DOCUMENTS

I / We confirm that the following communications amending the bid documents that I / we received from Municipal Infrastructure Support Agent or their representative before the closing date for submission of Quotations have been taken into account in this bid.

SIGNATURE:

DATE:

(of person authorized to sign on behalf of the Bidder)

.....	
SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

1. MANDATORY REQUIREMENTS

NO.	Requirements	Description	Evidence	Points Allocated	Points Scored
4.1	Company Experience	The tender must submit a minimum of three (3) reference letters in developing the Integrated Waste Management Plans for Municipalities.	Attach Three appointment letters and (3) reference letters detailing work successfully completed pertaining to the required services. 1 letter and reference= 10 points 2 letters and references= 20 points 3 letters and references=30 points	30	
4.2	Financial Viability	Company's Bank Rating	Code A= 20 points Code B= 15 points Code C= 10 points Code D and below= 5 points	20	
4.3	Team Leader	- Team Leader with a minimum of 5 years' experience in the waste sector and waste management systems. - The Team Leader must be a Professional Scientist who is registered with the (Environmental Management Practitioner) Registered EPASA. - The Professional Scientist must have a minimum of a BSc Hons in Environmental Management or relevant Qualification.	Attach CV including references/proof that demonstrate required experience in the development of IWMP's for Municipalities. (5 points) Attach certified registration with EPASA. (10) Attach certified proof of Qualifications. (5)	20	
4.4	Project Manager	- Project Manager with a minimum of 5 years' experience in the waste management sector. - The Project Manager must be a Professional Scientist who is registered with the South - African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist.	Attach CV including references/proof that demonstrate required experience on waste and Environmental Management projects. (3 points) Attach certified relevant Environmental/Waste Management required Qualification (5 points) Attach certified proof that the Project Manager is professionally registered with (SACNASP Registered) (2 points)	10	
4.5	Environment	Environmental Scientist	Attach CV including	10	

	Scientist	with a minimum of 3 years' experience in the waste management sector/Environmental Management or related field. • The Senior Scientist must have a qualification in Environmental Management studies i.e. BSc/BTECH or relevant Waste Management (or above) • The Environmental Scientist must be professionally registered with SACNASP.	references/proof that demonstrate required experience on waste management systems (IWMP's development for Municipalities). (4 points) Attach certified proof of required Qualification. (4 points) Attach certified proof that the Scientist is Professionally registered with SACNASP as a Professional Natural Scientist. (2 points)		
4.6	Graduate Environment Scientist	• The Graduate Environmental Scientist must have a minimum of 3 years' experience in Waste Management. • The Graduate Environmental Scientist must have a qualification BSc/BTECH Environmental Management or related qualification. • The Graduate Environmental Scientist must be Registered as a Candidate Scientist.	Attach CV including references (4 points) Attach certified proof of Qualifications. (4 points) Attach certified proof of Registration with SACNASP. (2points)	10	

Note the minimum functionality requirement 70 points.

2. SUBCONTRACTING

- 2.1. Sub-contracting of the services to other companies or individuals is not permitted without prior written approval from MISA. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3. MISA'S RIGHTS

- 3.1. MISA reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed
- 3.2. This bid does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this bid, or to procure or contract for services
- 3.3. MISA reserves the right to conduct vetting and verify the validity of all information submitted by the bidder
- 3.4. MISA will reject any proposal that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification during the evaluation and selection process from any or all bidders regarding their proposals
- 3.5. MISA reserves the right to request the company's latest audited financial statement in order to ascertain financial stability of the bidder prior to the award of the bid,
- 3.6. Upon an award, the successful Bidder will be required to enter into the Agreement with MISA. In this regard
 - 3.6.1. MISA may require the Bidder to enter into an interim agreement under which the transition services would commence
 - 3.6.2. MISA will enter into negotiations with the Bidder with a view to concluding the Agreement
 - 3.6.3. MISA will be entitled to cease negotiating with a Bidder and negotiate with another Bidder if MISA, in its sole discretion, is of the opinion that: the Bidder has made misrepresentations in its RFQ response, the Bidder is attempting to withdraw from positions or commitments made in its Proposal, the Bidder is not negotiating in good faith, or an agreement may not be expeditiously concluded with the Bidder for any other reason
- 3.7. MISA reserves the right to cancel or reject any quote and not to award the RFQ to the lowest Bidder or award parts of the RFQ to different Bidders, or not to award the RFQ at all.
- 3.8. MISA reserves the right in its sole discretion to:

- 3.8.1. withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons,
- 3.8.2. not provide reasons for its rejection or the failure of any Bidder or Proposal,
- 3.8.3. change any of its requirements as set out in this RFQ,
- 3.8.4. change any condition, procedure or rule of the RFQ,
- 3.8.5. amend, vary, or supplement any of the information, terms or requirements contained in this RFQ, any information or requirements delivered pursuant to this RFQ, or the structure of the RFQ process before closing date,
- 3.8.6. re-advertise for RFQ responses, and
- 3.8.7. provide further information in respect of, and modify the provisions of, this RFQ at any time prior to the Closing Date by notice/addendum to all prospective Bidders.
- 3.8.8. cancel this RFQ without notifying the prospective Bidders.
- 3.8.9. to disqualify any person who is a provider (Bidder) or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of , who directly or indirectly influence or interfere with the work of any of our officials involved in the procurement process in order , inter alia, to:
 - ✓ influence the process and/or outcome of a bid,
 - ✓ incite breach of confidentiality and/or the offering of bribes
 - ✓ influence the choice of procurement method or technical standards
 - ✓ influence any of our officials in any way which may secure an unfair advantage during or at any stage of the procurement process.

4. INTRODUCTION

The National Environmental Management Waste Act, Act No.59 of 2008, (NEWMA), as amended, under section 11(4), requires each municipality to submit its Integrated Waste Management Plan (IWMP) to the MEC for endorsement and to the Council for approval and incorporate the approved plan into Integrated Development Plan (IDP) of that Municipality. This is done in response to the South African Constitution, 1996 (Act 108 of 1996), under Chapter 2, which stipulates that everyone has the right to an environment that is not harmful to their health or well-being and to have the environment protected through reasonable legislative and other measures that prevent pollution and ecological degradation.

Lesedi Local Municipality (LLM) intends to review its existing Integrated Waste Management Plan (IWMP). The proposed review of the existing IWMP is envisaged to seek sustainable ways to accelerate the provision of sustainable waste services in an efficient manner. It will also address the shortcomings of the municipality from the previous IWMP.

On the other hand, the review of the Lesedi IWMP will assist the municipality to plan and properly reflect costs required for the provision of the waste services and the implementation of the IWMP. This will ensure that prioritised projects and programmes are identified, and waste management receive adequate funding allocation and waste services are properly budgeted to ensure sustainability in the delivery of waste management services. Furthermore, the municipality is required to include the implementation of its IWMP in the annual performance reports..

4.1. PROJECT AREAS

The project area is Lesedi Local Municipality in the Sedibeng District. Lesedi Local Municipality is one of three municipalities within the Sedibeng District Municipality in Gauteng Province. The area can be described as mostly agricultural, with Heidelberg and Devon being the primary service centres for the surrounding agricultural areas. Lesedi Local Municipality is approximately 1 430 km² in extent, with an estimated population of **132 783 and 42 597 households (STATS SA: 2022)**.

The major urban concentration is in Heidelberg/Ratanda, which is situated along the N3 freeway at its intersection with Provincial Route R42, east of the Suikerbosrand Nature Reserve. Devon/Impumelelo, which is situated on the eastern edge of the Municipal area, abutting the N17 freeway on the north is a significant rural settlement, while Vischkuil/Endicott east of Springs abutting Provincial Route R29 is a smaller rural centre

The Lesedi Local Municipality is located to the southeastern edge of the Gauteng Province and is located on the eastern edge of the Sedibeng District Municipality. The Municipality is bordered within Gauteng by the Midvaal Local and Ekurhuleni Metropolitan Municipalities. The Municipality consists of largely rural areas with two relatively large residential centres namely Heidelberg/Ratanda in the western part and Devon/Impumulelo on the eastern edge.

The location of the municipality is shown on the following Figure 1:

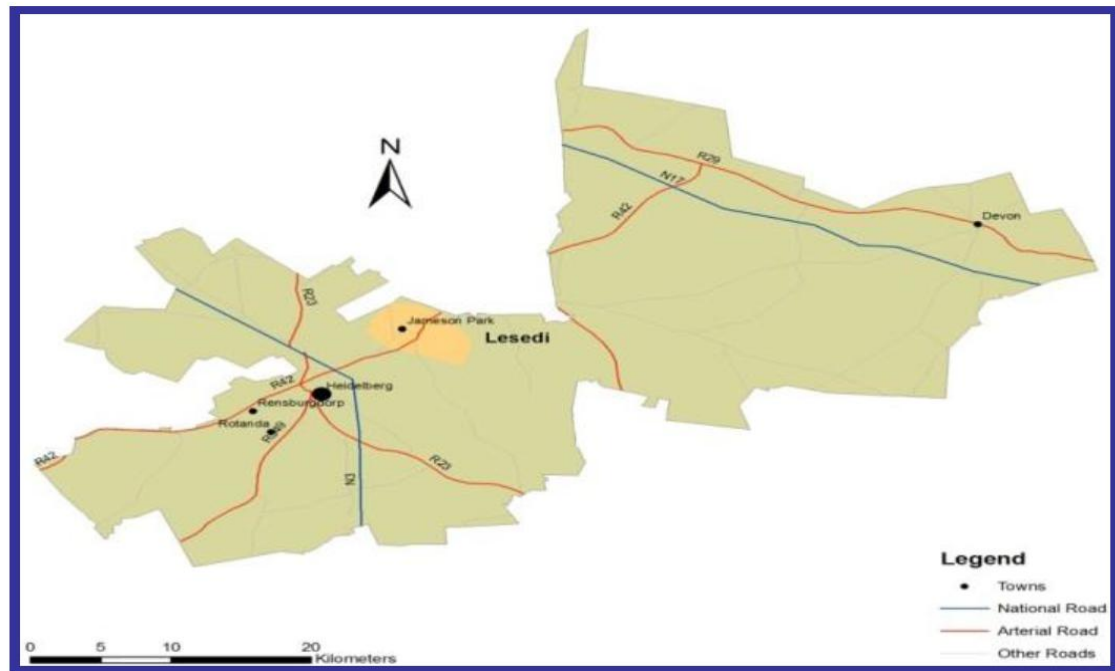


Figure 1: Lesedi LM (Source - Lesedi LM IDP 2023-24)

5. OBJECTIVES

Lesedi Local Municipality has set itself the following objectives to be stipulated in the IWMP for an efficient and effective management of waste in the municipality:

- Outline of the Status Quo and Situational Analysis of Waste in the municipality.
- Identify and profile the Waste categories within the municipality.
- Assess the existing waste management infrastructure (waste information, storage and disposal facilities) and develop the strategy on infrastructure provision/improvement
- Establish the Demographics of Waste Service delivery in the municipality
- Determine the capacity and needs in the municipality for the waste management activities (Gap Analysis)
- Develop the plan that will assist in the permitting and sound management of landfill sites
- Develop a plan that will ensure that the waste avoidance, minimisation, re-use, re-cycle, treatment and disposal of waste is done in a manner that is cost effective, economically beneficial to locals and positively contribute to good public health and environmental sustainability.
- Develop a plan that will address organic waste
- Wherever possible identify for Public-Private-Partnership on Waste Management in and around the municipality.
- Mobilise communities around waste management issues.
- Align the plan with the National Waste Management Strategy.
- Develop minimization and recycling procedures and practices.
- Provide appropriate, affordable and sustainable waste collection services
- Enforce current, new legislation, guidelines and standards for total waste streams.
- Ensure safe collection, transportation and disposal of unavoidable waste in accordance with requirements and/ or standards.
- Make projections of future requirements.

- Create clear linkages with the waste flagship programme
- Economic contribution of the waste sector
- Alignment of the plan with the resources required

6. SCOPE OF WORK

The revision/ development of the IWMP should cover all areas in Lesedi Local Municipality. The Scope of Work should be aligned with section 12 of NEMWA. The following activities will be addressed –

6.1. PHASE 1: SITUATIONAL ANALYSIS

The objectives of the situation analysis is to analyse and quantify all aspects related to current waste management services and practices carried out by the local municipality with the view of using this information as a basis for future planning. It includes an evaluation of the areas serviced, the waste management services rendered, their efficiency, cost effectiveness, social and environmental acceptability, compliance with legislation, etc.

Specific objectives of the situation analysis should include, but not limited to:-

- Determine the generation patterns of categories of Waste in the municipality;
- Determine the storage, transportation & disposal methods of different categories of Waste;
- Determine the extent of re-cycling, re-use, & treatment of Waste including organic waste and their impact on Waste reduction;
- Determine the Waste Management Infrastructure and assess its impact on Waste Management Service delivery;
- Determine the Demographics & Service delivery and identify the gaps;
- Develop the Draft Status Quo Report and table before Stakeholders for inputs & comments until the Draft is adopted as the end of Phase 1 of the Project;
- Obtain information on the current population of the area, growth estimates, densities and the population's socio-economic categories and income levels;
- Identify and estimate the types and amounts of general waste generated in the municipal area, the composition thereof and defining distinctive waste management and generation areas;
- Describe and assess the existing waste management systems, services and practices;
- Determine the costs associated with providing the waste management services;
- Determine the number of households receiving and not receiving waste management services including the number of indigent households receiving and not receiving waste management services;
- Determine the status quo of waste services in rural and informal settlements;
- Establish whether the municipality has indigent register for the poor households;
- Determine the amount of money the municipality receives for the provision of waste services to indigent of households;
- Describe different types of waste accumulated from the municipality;
- Determine the necessary human resource capacity to effectively implement the plan [Organ of structure (organogram)] for waste management function in the municipality;
- Determine the role of the designated waste management officer (WMO); and
- Appraise the services in terms of quantity, quality, legal, social and environmental impacts and public acceptance.

6.1.1. GROUND TRUTHING

The situational analysis will have to be supported by ground truthing i.e. a purely desktop assessment will not be accepted.

6.1.2. POLICY AND LEGISLATION

The relevant government policies and applicable legislation should be identified, and the specific requirements must be established and described. Only policies and legislations which are relevant to waste services and practices should be identified and applied.

6.1.3. DEMOGRAPHICS

Appropriate demographics data should be collated.

Base population: the municipality must quantify the base population figures to identify human concentrations and calculate population growth rates and future estimates.

Existing population distribution: for the purposes of determining current waste generation rates, future waste quantities and an estimate of recoverable materials, the municipality needs to identify the socio-economic distribution.

Typical categories are:-

- High income, low density
- Middle income, middle density
- Low income, high density
- Informal settlements
- Future population distribution: economic growth points and development nodes as well as future housing developments must be identified.

6.1.4. WASTE QUANTITIES AND CHARACTERISTICS

The municipality shall establish current quantities of waste generated, collected, stored, recycled, treated and disposed of. Demographic data collected will assist in determining the extent of existing waste impacts and the need for current or future waste collection services.

The municipality shall determine the waste categories and characteristics through physical sampling, which shall involve a detailed assessment of waste from a representative number of generators. Determination of general Waste from all sources must be included.

6.1.5. EXISTING WASTE MANAGEMENT SYSTEM AND PRACTICES

Once the information on the quantity and quality of the waste generated within the municipal area and waste generation areas have been established, the municipality shall compile information on the existing waste management systems and practices.

The municipality shall provide a status quo report containing a detailed survey of the existing waste practices within the local municipality. This includes the collection and cleansing services, the transport and transfer of the waste, waste minimisation and recycling systems/initiatives, and finally the disposal of waste.

The municipality shall identify all existing, successful, recycling and waste minimisation and recycling initiatives in the Lesedi Local Municipality. The municipality must identify and describe any waste treatment facilities found in the municipal area.

For each treatment facility and waste disposal the following information should be provided:-

- Name of treatment facility
- Geographic location
- Type of treatment (e.g. incineration)
- Year of construction (and any extensions)
- Capacity of each facility
- Daily/weekly/monthly and annually, throughput for facility
- Hours of operation
- Flowchart for input and output of waste from facility
- Characteristic for residual waste from treatment process
- Environmental monitoring programme for facility
- Environmental impacts due to operation of the treatment facility
- License/permit/registration certificate

The following information must be provided for waste disposal sites:-

- Regional site
- Name of disposal site
- Geographic location of landfill site
- Area covered by disposal site
- Year of contraction/extension
- Resources available on site
- Registration/permit certificate
- Type and quantity of waste
- Description of neighbouring areas
- Signposting and road access
- Disposal site type (i.e. general or hazardous)
- Access control collection of disposal tariffs
- Method of landfilling (e.g. trench system)
- Co-disposal (e.g. liquid and solid waste)
- Disposal of health care waste
- Excavation for cover
- Drainage
- Control of nuisances (e.g. burning of waste, litter, odours, vermin and dust)
- Salvaging activities
- Waste reclamation
- Leachate and gas management
- Rehabilitation
- Final cover
- Public participation
- Plans for extending/closing the disposal site

The municipality must identify illegal dumping and land filling in the municipality as well as the specific problems encountered with this from waste management point of view. The report shall include the status of support activities including financial, personnel, legislative,

vehicle and equipment available and maintenance, purchasing and stores components and similar activities.

The municipality must:-

- Record relevant information regarding the property (i.e. land and building) plant including vehicles and equipment used by the municipality in the provision of waste management services;
- Record relevant information regarding waste management personnel (both permanent and temporary);
- Allocate the cost associated with above as accurately as possible among the various services; and
- Establish all other costs associated with the provision of the various services including consumables (bin-liners, etc.), disposal costs, electricity, water, telephone calls, maintenance and running costs of depots and offices, administration costs, consulting fees, etc., to determine the total cost of providing each service.

6.1.6. MAPPING OF GEOGRAPHIC WASTE MANAGEMENT AREA

The geographic waste management area should be mapped. Maps should be constructed which indicate where the waste is generated. This should include existing and possible future collection and transport routes, recycling and treatment facility locations and location of disposal facilities or site (s).

The information will determine the need for transfer stations and regional waste disposal sites and optimize possible identified sites for recycling, treatment and disposal facilities. The maps should be a conventional drawing with appropriate labelling and legends but preferably should be generated by geographic information system (GIS) software.

6.2. PHASE 2: GAP AND NEEDS ASSESSMENT

This stage seeks to identify issues, gaps and needs which must be addressed. The result of this step would be the prioritisation of the issues, gaps and needs identified while aligning them to set targets and objectives. The issues, gaps and needs are to be analysed and prioritised in order of low, medium and high categorise for implementation in the short, medium or long term.

The municipality must identify gaps and needs from the situation analysis. These gaps and needs should be listed and categorised under suitable categories. The following categories may be used:-

- Regulatory issues
- Financial and Economic issues
- Institutional and Organisational issues
- Socio-economic issues
- Technical and operational issues
- Waste Minimisation and Recycling issues
- Social issues
- Information issues
- Environmental issues

6.2.1. ESTIMATE FUTURE WASTE GENERATION RATES QUANTITIES AND CHARACTERISTICS

Future waste trends, in terms of quantities, qualities and characteristics, for the planning period of 10 years, should be estimated using the information collected on domestic waste.

Generation rates per capita for each socio-economic category, the population, and population distribution, waste generation rates should be estimated.

The following must be looked at in details:-

- Collection needs
- Waste transportation and waste transfer needs
- Recycling and re-use initiatives
- Waste disposal site airspace requirements
- Development of goals, objectives and policies

6.3. PHASE3: DEVELOPMENT AND EVALUATION OF ALTERNATIVES AND SCENARIOS

The municipality must evaluate and develop the scenarios in terms of appropriate criteria to ensure that the most suitable scenario (s) is/are selected for implementation. The municipality will then be expected to advise in detail on opportunities and activities to institute such waste prevention and minimisation strategies, systems and practices.

The municipality must advise on the appropriate implementation method for waste collection and transportation taking the type of waste and area into consideration. Solutions should focus on job creation and various options, alternatively examples of successful community projects should be investigated and presented together with a final recommendation on the most suitable method.

The municipality must determine the cost and final viability of suggested/proposed waste collection, waste transport, waste disposal and waste recycling or waste minimisation proposals over a period of 5 years. The cost of each of the proposed waste management systems in each municipality must be established. The annual investment and operating costs for collection, transport, treatment and disposal of waste over the next 5 years must be established.

These include costs for:-

- Personnel (wages, salaries, etc)
- Transport (fuel, repairs, etc.)
- Operating and maintenance
- Administration and staff training
- Environmental impact abatement and penalties
- Interest and depreciation

The municipality must describe financing of the waste system and practices as follows:-

- Funding mechanisms for collection, treatment and disposal
- Affordable user charges by taxpayers for collection treatment and disposal waste
- Progress for the determination of user charge/tariff setting/fees

- Major obstacles, e.g. non-payment

An indication of the extent of regionalisation of waste management facilities should be described. Strategies to identify and address the problems associated with cross-border movement of waste mainly by road must be identified and described including the legislative requirements and obligations. The municipality must identify the key stakeholders that must be consulted in the development of Lesedi IWMP. The municipality must also advise on the acquisition, characteristics and cost implications of a suitable waste information system for use by the district and local municipalities.

6.4. PHASE 4: DEVELOP AN IMPLEMENTATION STRATEGY

After the development and evaluation of Alternatives and Scenarios, the municipality shall manage the approval process for the preferred scenarios. In each instance, once the preferred scenario has been accepted by the public and at political level, the municipality must develop a strategy, with associated action plans, to implement it. This strategy will consist of several projects identified in the selected scenario, which will realise the identified objectives and targets.

These projects may have to be managed and implemented in a specific order to ensure that the best results are achieved at the lowest possible cost to the ratepayers. The implementation strategy must have short-, medium- and long-term target dates that have to be met in line with the set targets.

The implementation strategy should describe the following:-

- Who will be responsible for the organisation, planning and implementation of the IWMP?
- How will the IWMP be integrated into the IDP?
- The IWMP project implementation programme
- The introduction of partnerships
- The public participation programme
- The financing of the various projects within the IWMP and funding (Financial management) mechanism)
- Legal aspects, such as the revision and development of new by-laws
- How the tariff structures will be developed and
- A monitoring and review programme for the IWMP

7. PUBLIC PARTICIPATION

This is an important activity in the IWMP review process and the methodology should therefore be clearly outlined in the proposal submission. There could be a need to develop stakeholder participation and communication strategy to ensure that there is maximum involvement of all stakeholders in the planning, implementation and outcome of the project. The municipality must also establish a complete data base of contacts and comments made during the public participation and consultation process with the relevant Interested and Affected Parties (I&AP).

The public participation process will be the responsibility of the municipality making use of the existing structures.

The following presentations will however be required to be made:-

- Presentations of the draft documents to Councils for approval.

Furthermore, public awareness must be raised by placing adverts in local and national newspapers, as well as by conducting focus group meetings with identified stakeholders.

8. ADMINISTRATION OF THE PROJECT

Administration of the project will be via a project steering committee which will be comprised of the following role players:-

- The District Municipality
- The Local Municipality
- The Department Environmental Affairs (both Provincial and National)
- MISA

The drafting of agendas, the notification of members of meetings, and the secretariat for this committee will be the responsibility of the municipality.

9. REQUIRED EXPERTISE

- Catchment management
- Environmental auditing
- Environmental Management systems
- Environmental Impact Assessment
- Environmental Risk Assessment
- Permitting and licensing
- GIS and modelling
- Waste Transfer Station design
- General Waste landfill design
- Landfill Rehabilitation
- Regional waste Studies
- Alternative Technologies for Waste Reduction
- Waste Management Strategies
- Regional site etc.

10. PROJECT DELIVERABLES AND OUTCOMES

The project deliverables and outcomes must include, but not be limited to:

- a. Submission of a project proposal: As part of the bidding process, the bidder must submit a comprehensive proposal and methodology on how they will deliver this project in accordance with the above scope of the project (Section 4 of these Terms of Reference). The development of the IWMP must be in accordance with the Department of Forestry Fisheries and Environment (DFFE) IWMP Guideline and Toolkit.
- b. Project Management: Lead the Project Management Meetings and Project Steering Committee (PSC), coordinate Inception Meeting as detailed below section.
- c. Produce a detailed Inception Report: including a detailed project management schedule, coordination of bi-weekly Project Management Meetings, monthly PSC meetings.

Update and resubmit the project plan and methodology based on the Inception Meeting discussions.

- d. Coordinate Stakeholder Engagement: Develop and implement a method to conduct stakeholder engagements and public hearings to source inputs from key stakeholders and the public on the IWMP development process as well as capturing and recording of all inputs to be addressed in the IWMP.
- e. Situational Analysis: Develop and submit the Situational Analysis Report based on the analysis to be conducted as part of the project scope.
- f. Draft GIWP Report- Submission of a draft report that includes all the findings of the study and recommendations as well as a comprehensive implementation plan. This must be subjected to a public participation and stakeholder engagement process.
- g. Implementation Plan: Development of an Implementation Plan for the IWMP and submission of the Implementation Plan
- h. Final IWMP Report- Submission of final GIWMP Report that includes all the findings of the study and recommendations, lessons learned as well as an implementation plan. The final GIWMP must be circulated for final inputs by all identified stakeholders and for public review.
- i. Presentation of the Final IWMP: Present the final IWMP to the Department Environmental Fora and the Management Meetings.
- j. Project closure- A project closure and handover, lessons learnt and recommendations. A glossy report must be compiled and cover page in line with GDARD corporate identity and branding. A total of 500 bound hard copies, 1500 summarised booklets as well as 10 soft copies in USB flash drives of the final GIWMP
- k. The time allocation for this project must be stipulated and any deviations thereon agreed upon with the GDARDE.
- l. Reports must be in Microsoft Suite and must include an executive summary.
- m. Reports are the property of the GDARDE and are to be used or distributed only with the written permission of the GDARDE.
- n. No presentations of reports and/or graphical information may be made without the prior written permission of the GDARDE.

11. REQUIRED OUTPUTS

The municipality shall compile and submit a report for each phase of the project.

12. CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT

The professional service provider shall ensure that they appoint a senior project team member to be present at and in charge of all work throughout the duration of the contract. If, during the period of the contract, it is necessary to substitute any project team member, including a senior project team member, the professional service provider shall appoint a project team member of the same level of qualification and experience as the member being substituted to the satisfaction of MISA.

13. PROJECT DURATION

The project is expected to run for **6** months.

14. REPORTING AND ACCOUNTABILITY

The Professional Service Provider will report to the MISA project manager, and LLM project manager.

15. CONTRACT AND PROJECT IMPLEMENTATION PLAN

The contract will be based on NEC 3 (April 2013) Professional Services Contract (PSC). The contract shall be signed by all parties within 1 week after appointment of the service provider. Prior to signing of the contract, the Service provider must prepare and submit for approval by MISA using the prescribed template. The Project Implementation Plan will form part of the contract.

16. PRICING DATA

For the purposes of this Schedule of costs the following words shall have the meanings hereby assigned to them:

- **Unit:** The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
- **Quantity:** The number of units of work for each item
- **Rate:** The payment per unit of work at which the Bidder bids to do the work
- **Amount:** The quantity of an item multiplied by the bid rate of the (same) item
- **Sum:** An amount bid for an item, the extent of which is described in the Bill of Materials, the Specifications or elsewhere, but of which the quantity of work is not measured in units
- **Provisional Sum** - is an allowance, usually estimated by the employer, that is inserted into the tender documents for a specific element of the works that is not yet defined in enough detail for tenderers to price. The Prov-Sum is calculated estimate which must not be exceeded.

ACTIVITY SCHEDULE AND PRICE SCHEDULE

MISA requires the service of a Professional Service Provider to revise/ develop the Lesedi LM IWMP. The Professional Service Provider will provide a Project Implementation Plan and Detailed Bill of Quantities for the development of the Water Safety Plan. Please indicate the full details of your proposal on your company letterhead in the cost breakdown format

Site Assessments, travelling, accommodation and meeting attendance fees should be included in the PSP cost estimates (quantities will be determined by you for meetings). A formal quotation on a company letterhead must accompany this document on submission.

Deliverable Number	Description	Unit	Quantity	Rate Rand	Total item Price Rand
DELIVERABLE 1	Phase 1: Project Initiation	Sum	1		
DELIVERABLE 2	Phase 2: Gap and Needs Assessment	Sum	1		
DELIVERABLE 3	Phase 3: Development and Evaluation of Alternatives and Scenarios	Sum	1		
DELIVERABLE 4	Phase 4: Develop an Implementation Strategy	Sum	1		
DELIVERABLE 5	Phase 5: Public Participation & Contract Closeout	Sum	1		
Sub-Total (Deliverable 1 to 5)					
15% VAT					
Total					
EXPENSES	Travel, accommodation and other related costs payable based on actual Cost	Sum	1		
Grand-Total (Total + Expenses)					

PAYMENT SCHEDULE

PHASES	% PAYABLE	DELIVERABLES
Phase 1: Project Initiation	5%	a) Signed Contract and submission of contract documents. b) Accepted Inception Report. c) Project Implementation Plan.
Phase 2: Gap and Needs Assessment	40%	a) Prioritization of gaps and needs identified b) Estimated future waste generations rates, quantities and characteristics
Phase 3: Development and Evaluation of Alternatives and Scenarios	30%	a) Identification and evaluation of different scenarios waste collection, transportation, and waste prevention and minimisation. b) Cost and final viable option for waste collection, waste transport, waste disposal, waste treatment and waste recycling or waste minimisation. c) Annual investment and operating costs for collection, transport, treatment and disposal of waste over the next 5 years



Phase 4: Develop an Implementation Strategy	20%	a) Developed strategy, with associated action plans b) Projects identified in the selected scenario, which will realise the identified objectives and targets. c) Short-, medium- and long-term targets for the implementation of IWMP
Phase 5: Public Participation & Contract Closeout	5%	a) Developed stakeholder participation and communication strategy to ensure involvement of all stakeholders in the planning, implementation and outcome of the IWMP b) Reviewed final IWMP. c) Close out report. d) Contract close out processes and documentation.
TOTAL	100%	

BREAKDOWN OF COSTS OF QUOTED PRICE FOR WORKING OUT BID COMPARATIVE PRICE

A. Assumptions

Number of working hours per day = 8 hours.

Number of working days per year = 126 days; and

Full Time Equivalent (FTE) over 6 months =

B. Summary of Person days and FTE over 6 months and Total cost per person

Position Name of Resources in the proposed project Team	Hourly Rate (inclusive of all cost, except VAT) (Rand)	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total Person days over 6 months	FTE over 6 months (in number of person)	Total cost per person (Rand)
1. Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert) Registered EAP					
2. Project Manager: Senior Scientist (SACNASP Registered)					
3. Environment Scientist (SACNASP Registered)					
4. Graduate Environment Scientist (SACNASP Registered)					
Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
Total					
VAT @ 15%					
Grand Total					

CSE

C. Cost details for deliverables and Activities (TEMPLATE TO BE USED)

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 6 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 1: PROJECT INITIATION						
ACTIVITY __:	Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert)					
	Project Manager: Senior Scientist					
	Environment Scientist					
	Social Facilitator					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 1 TOTAL						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 6 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 2: GAP AND NEEDS ASSESSMENT						
ACTIVITY __:	Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert)					
	Project Manager: Senior Scientist					
	Environment Scientist					
	Social Facilitator					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 2 TOTAL						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 6 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 3: Development and Evaluation of Alternatives and Scenarios						
ACTIVITY __:	Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert)					
	Project Manager: Senior Scientist					
	Environment Scientist					
	Social Facilitator					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 3 TOTAL						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 6 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 4: DEVELOP AN IMPLEMENTATION STRATEGY						
ACTIVITY __:	Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert)					
	Project Manager: Senior Scientist					
	Environment Scientist					
	Social Facilitator					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 4 TOTAL						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 6 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 5: Public Participation & Contract Closeout						
ACTIVITY __:	Team Leader: Professional in Environmental/Developmental Studies/Solid Waste (Environmental Management Expert)					
	Project Manager: Senior Scientist					
	Environment Scientist					
	Social Facilitator					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 5 TOTAL						
DELIVERABLES TOTAL {SUMMATION (DELIVERABLE 1 TO DELIVERABLE 5)}						
REIMBURSABLE TOTAL						
TOTAL Cost						
VAT @ 15%						
GRAND TOTAL INCLUSIVE OF VAT						

- ✓ Should a bidder fail to complete any section or line item of the pricing schedule the pricing/section will be considered as zero (0).
- ✓ Pricing schedule and or Form of offer/Total tender amount shall not contain correction fluid on them. Any wrong entry, in case of correction, must be cancelled by a single stroke and initialled by the Authorised signatory

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT AND EXPENSES, calculated in accordance with the conditions of contract as detailed hereunder:

Total Amount:.....(in figures),

..... (in words)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

Capacity

For the
tenderer:

.....
(Insert name and
address of
Name & organisation)
signature Date
of
witness

