



**YOU ARE HEREBY INVITED TO QUOTE**

**PROJECT NAME: LEGAL COMPLIANCE AUDITS – PR 42095.**

**NAME OF SERVICE PROVIDER**

**CLOSING DATE:**

**FOR ANY RELATED ENQUIRIES CONTACT: Tumelo Satekge on 015 2951895/0719076150**

## **Scope of Services**

USER DEPARTMENT: Operations and Maintenance (Scientific Service Unit)

**DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO CONDUCT LEGAL COMPLIANCE AUDIT.**

### **1. PURPOSE**

The purpose of these specifications is to appoint a qualified service provider to conduct legal compliance audits for LNW plants.

### **2. BACKGROUND**

Lepelle Northern Water is certified with ISO 14001: 2015 whereby legal compliance is a requirement.

### **3. SCOPE OF WORK**

The appointment of the service provider to conduct a legal compliance audit for LNW plants for the period of two years. The names of the schemes are as follows: Ebenezer, Olifantspoort, Politsi, Nandoni, Flag Boshielo, Doondraai, Phalaborwa, Marble Hall, Malekana, Nkadimeng, Burgersfort WTW, Burgersfort WWTW, Hlogotlou, Head Office and Steelpoort WTW.

#### **3.1 USE OF REASONABLE SKILL AND CARE**

It will be expected of the Service Provider to apply reasonable skills in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider's documents may be scrutinized by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by others. In the event of malperformance, default, or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

#### **3.2 CO-OPERATION WITH OTHER SERVICES PROVIDERS**

It will be required of the Service Provider to cooperate with the following:

#### **3.3 OTHER ROLE PLAYERS**

Local, provincial, and national authorities, statutory bodies, governmental departments, and Others, as may be required from time to time, including the client department/end user(s).

#### **4. PRICING INSTRUCTIONS**

##### 4.1 Basis of remuneration, method of tendering, and estimated fees

###### **NB: Disqualification**

Service Providers who do not quote in line with the specification and pricing structure will be disqualified from further evaluation (price and BEE evaluation)

##### **4.1.2 ACTIVITY SCHEDULE (Pricing schedule)**

The table for the activity schedule below must be completed.

<b>LEGAL COMPLIANCE AUDIT</b>				
Activity	Unit	Quantity	Rate	Amount
1. Desktop study	Sum	1	NA	R
2. Site visit	Sum	14(Year 1)	N/A	R
3. Report	SUM	1	NA	R
4. Travelling kilometres	Sum	14	N/A	R
Total				R
Vat @ 15%				R
Total (vat Inclusive)				R

#### **5. EVALUATION CRITERIA**

**5.1. Administrative requirements** – Only Service Providers who are registered with CSD and have submitted the following documents will be considered for appointment, namely:

- ✓ Company registration documents
- ✓ Completed SBD forms (SBD4, SBD8, SBD9)
- ✓ BBBEE /Sworn affidavit

Preferred Service Provider will be requested to comply with the above and 24 hours will be given to Service Provider to ensure compliance.

The pricing schedule must be completed in full.

## **5.2 Mandatory Requirements**

- ✓ The service provider submits proof of qualification – a degree in environmental science or related degree.
- ✓ The service provider must submit two (02) signed reference letters of sound proven knowledge and vast experience in similar types of projects (environmental legal compliance) The letter must have the name and contact details of the client. Non-submission of the reference leads to disqualification.

**Note: All Returnable must be emailed to [mamokidim@lepel.co.za](mailto:mamokidim@lepel.co.za) on or before the closing date mentioned above.**