



**PROJECT SPECIFICATION**

**FOR**

**APPOINTMENT OF AN EXTERNAL AUDITOR FOR MUSINA LANDFILL**

**SITE**

**2024**

# PROJECT SPECIFICATION

## 1. PURPOSE

This specification is for the appointment of an independent external auditor to audit Musina Landfill Site bi-annually. The external auditor will audit compliance of Musina Landfill Site to the conditions of the waste management license issued on 14 December 2016. The external auditor will also interpret all available data and test results regarding the operation of the site and all its impacts on the environment.

## 2. BACKGROUND

Musina Landfill Site is on the Remainder of the Farm Messina No.4-MT along Harper Road in Musina. Musina Landfill Site is a licensed landfill site with **license number 12/4/10/8-B/8/V4**. There is non-perennial stream located at 240 m from the site which according to the Environmental Impact Assessment Report is not considered a significant water body. The lowest point of the landfill is at least 7m higher than the stream and any non-perennial runoff in the stream will, therefore, not impact on the landfill. Any contaminated runoff from the landfill will be contained in the contaminated water dam on site and this stream will, therefore, not be impacted by the waste disposal site.

The stratigraphy in the area consists mainly of the Limpopo Belt Basin, the Karoo Sequence and quaternary deposits. The study area is located on the central zone of the Limpopo Mobile Belt Basin consisting of a complex of assortment of meta sediments interlayered with quartzo – feld spathic gneisses and mafic rocks i.e. the Beit Bridge complex.

The landfill site occupies an area of about 10,5 ha and comprises of the following infrastructure: 1,8m high fence, a lockable gate, access road; a site entrance board; internal site roads; a leachate tank, landfill cells (to be developed in phases) and a leachate collection dam. According to records submitted to the South African Waste Information Systems 22 171, 34 tons of waste was landfilled from July 2022 to June 2023 at Musina Landfill Site which amounts to 184, 61 tons landfilled per month.

## 3. SCOPE OF WORK FOR LANDFILL EXTERNAL AUDIT

A physical site inspection must be undertaken by the external auditor to provide an assessment of the following licence compliance elements:

### a. Pre-Audit Meetings

- A pre-audit meeting during which the auditor will advise the auditee (Client) what aspects will be audited, the full scope of the landfill compliance audit and what documentation would be required for review.

### b. Site Inspections

- Access control
- Cover material
- Compaction
- Documentation
- Landfill plant and equipment
- Operation and maintenance
- Safety

### c. Previous Audit Reports

- Review and identification of repeat audit findings.
  - Review of audit remedial measures implements.
  - Improvement measures noted.
- d. 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 license.

#### **4. DELIVERABLES**

The following deliverables must be provided among other as a direct output of the above scope of work.

- a. Project Inception Meeting
- b. Pre-audit meeting with landfill team
- c. Review and analysis of all monitoring data and relevant reports
- d. Preparation of an audit checklist to undertake site investigation
- e. Landfill site investigation (Site License Conditions )
- f. Excel scoring matrix to determine the level of license compliance
- g. Compilation for External Landfill Compliance Audit Report
- h. Approval of External Landfill Compliance Audit Report

#### **5. TIMEFRAMES**

The appointment is for a three (3) year period.

#### **6. EVALUATION OF BIDS**

- 6.1 All bids received shall be assessed in terms of the Supply Chain Management Regulations, Musina Local Municipality Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and any other applicable legislation or regulations.
- 6.2 The assessment criteria consist of the following 2 Phases: -
  - **Phase 1** – Mandatory requirements to assess each bidder's ability to execute the scope of work or contract and
  - **Phase 2** – Price and specific goals.

**7. MANDATORY REQUIREMENTS TO ASSESS EACH BIDDER'S ABILITY TO EXECUTE THE SCOPE OF WORK / CONTRACT (PHASE 1)**

7.1 A bidder must submit the below listed mandatory documentation.

Item	Description	Yes / No
1.	Copy of the company registration documents / certificates	
2.	Certified copies of IDs for all Director(s) (must be attached).	
3.	<u>The company's relevant experience in providing external auditing services:</u> Bidders are required to attach or submit five (5) or more appointment letters and reference letters which indicate that the company has provided or provides external auditing services.	
4.	<u>Qualifications and registration of the auditor:</u> Bidders must attach a CV & relevant Qualifications (Bachelor of Science Honours in Environmental Management/ Science or higher or any related qualification) and proof of registration with applicable professional body such as South African Council for Natural Scientific Professions (SACNASP)	
5.	Bidders must attach a detailed Fee structure	

**8. PRICE AND PREFERENTIAL POINT SYSTEM (PHASE 2)**

8.1 Preferential Procurement Policy Framework Act (PPPFA) of 80/20 rule shall apply.

Evaluation Criteria	Points
Price	80
Specific Goals – Points	20
Total Maximum Score	100

## 9. SCHEDULE OF QUANTITIES- EXTERNAL LANDFILL AUDIT

SCHEDULE	DESCRIPTION	AMOUNT
1	External landfill audit (2 times per year)	
TOTAL(Excluding VAT)		
Value Added Tax(VAT) 15%		
TOTAL LANDFILL EXTERNAL AUDIT INCLUDING VAT		

## 10. COMPULSORY BRIEFING SESSION

There will be no compulsory briefing session for the bid.

## 11. PERIOD OF VALIDITY OF TENDER

The period of validity of tenders shall be 90 days as stated in the tender form and be calculated from the closing date for submission of tenders.