

REQUEST FOR QUOTATION NO: PIK 216/2016

Procurement from R30 000, 00 up to a transaction value of R200 000, 00 (including Vat)
(For publication on Pikitup Website and Notice Board)

DESCRIPTION: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE EXECUTION OF COMPLIANCE AUDITS AT PIKITUP LANDFILL SITES IN LINE WITH THE REQUIREMENTS AS DEPICTED UNDER ANNEXURE A OF THIS DOCUMENT

**PIKITUP SOC LIMITED
SUPPLY CHAIN MANAGEMENT
Private Bag X74
Braamfontein
2017**

Submission of Quotations

All Quotes must be placed in the designated Quotation Box which is located at the following address

**Pikitup Tender Office Ground Floor,
Jorrisen Place, 66 Jorrisen Street
Braamfontein, Johannesburg**

QUOTATIONS SENT BY EMAIL WILL NOT BE ACCEPTED

Contact person for Information purposes only

**Sagren Naidoo (Supply Chain Management Unit)
Landline: 087 357 1195 Cellular: 082 431 2373
Email: sagrennaidoo@pikitup.co.za**

Full Name of Bidding/ Tendering Entity: _____

Contact Person: _____

Tel Number: _____

Email Address: _____

Sub Total Amount: R_____

14% VAT: R_____

Total Amount: R_____

Briefing Meeting Date : not applicable

Closing Date: : **25.04.2017 @10h00**

Initial: Authorised Signatory/ies

SECTION 1

CLOSING DATE: 25.04.2017 CLOSING TIME: 10H00

Quotations are hereby invited for the following:

DESCRIPTION: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE EXECUTION OF COMPLIANCE AUDITS AT PIKITUP LANDFILL SITES IN LINE WITH THE REQUIREMENTS AS DEPICTED UNDER ANNEXURE A OF THIS DOCUMENT

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBEE) for attaining the BBEE Status level contribution in accordance with the table below:

- **MBD 4: Declaration of interest**
- **MBD 8: Declaration of bidders past supply management practices**
- **MBD 9: Certificate of Independent bid determination**

Failure to submit a fully compiled **MBD** forms quotation will result in your bid being rejected.

- **No quotation** will be considered from persons in the service of the state (**MBD4**).
- **As from the 7 December 2011**, all Service providers/contractors are required to submit valid, certified copies of their BEE certificate from an accredited BEE verification agency with their bid submission. Failure to submit will lead to forfeiture (loss) of the preference points.
- **In case of an Exempted Micro Enterprise (EME)** (turn over less than R 10m) a letter from a professional registered accountant/ auditor or a sworn affidavit is required in order to qualify for preference points. Failure to submit will lead to forfeiture (loss) of the preference points.

SECTION 2

1. **The Lowest or any bid will not necessarily be accepted** and the **PIKITUP reserves the right not to consider any bid** not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.
2. Where deliveries are quoted "ex-stock" the period of **delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.**
3. Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. **Payments will be made thirty (30) days** after receipt of invoice by Council.
5. Quotations received after the closing date and time will not be considered.
6. Samples of the required items or goods are available for your perusal (when applicable.)
7. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
8. **Quotations must be valid for minimum of 60 days.**
9. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.** National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.

DECLARATION

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNESBURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNESBURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

Signing of the quotation in the appropriate space, as well as the initialling of each page by the bidder mandatory.

NAME OF PERSON:

CAPACITY:

DATE:

COMPULSORY RETURNABLE DOCUMENTS

In order for Bidders quotes to be evaluated timeously, it is imperative that Bidders ensure that all compulsory document listed below has been submitted with this bid.

DOCUMENT CHECKLIST	Tick if attached ✓
<p>COMPANY REGISTRATION DOCUMENT – CIPRO</p> <hr/> <p>MBD 4 – declaration of interest document provided with each RFQ we publish</p> <hr/> <p>MBD8 - declaration of bidders past practices document provided with each RFQ</p> <hr/> <p>MBD 9 - declaration of interest document provided with each RFQ we publish</p> <hr/> <p><u>FOR THE SITE BUSINESS IS LOCATED</u></p> <ul style="list-style-type: none"> • Municipal statement - if the property is owned by the company <hr style="width: 80%; margin-left: 0;"/> • Lease Agreement – if the company is renting on the property • Landlords Letter– if the company is renting on the property then we also require a letter from the landlord confirming the tenants account is up to date <hr style="width: 80%; margin-left: 0;"/> • Sworn Affidavit – if the business is being run from the home of the director 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><u>FOR EACH DIRECTOR OF THE COMPANY</u></p> <ul style="list-style-type: none"> • Municipal Statement - for each director that owns the house <p style="text-align: center;">OR</p> <hr/> <ul style="list-style-type: none"> • Lease agreement – if the company is renting on the property <p style="text-align: center;">+</p> <ul style="list-style-type: none"> • Landlords Letter– if the company is renting on the property then we also require a letter from the landlord confirming the tenants account is up to date <hr/> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Sworn Affidavit –where no formal agreement exists. This is often the case where director is residing with parents or other relatives where there is nothing formal 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons
In the service of the state and who may be involved with
The evaluation and or adjudication of this bid? **YES /
NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between
Any other bidder and any persons in the service of the state who
May be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers,
Principle shareholders or stakeholders in service of the state? **NO YES /**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors?
Trustees, managers, principle shareholders or stakeholders
In service of the state? **YES /**

NO

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers,
Principle shareholders, or stakeholders of this company
Have any interest in any other related companies or
Business whether or not they are bidding for this contract. **YES /**

NO

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>Audi alter am partum</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder. 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 consortium³ will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to **exceed/not exceed** R1 000 000 (all applicable taxes included) and therefore the..... preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser 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 purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government*

Gazette on 9 February 2007;

- (r) “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

YES		NO	
-----	--	----	--

- 8.1.1 If yes, indicate:
 - i) What percentage of the contract will be subcontracted.....%
 - ii) The name of the sub-contractor.....
 - iii) The B-BBEE status level of the sub-contractor.....
 - iv) Whether the sub-contractor is an EME.

(*Tick applicable box*)

YES		NO	
-----	--	----	--

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:

9.2 VAT registration number:

9.3 Company registration number:

9.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....
.....
.....

9.6 **COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 **MUNICIPAL INFORMATION**

Municipality where business is situated:

Registered Account Number:

Stand Number:

9.8 Total number of years the company/firm has been in business:

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

1. I hereby declare under oath as follows:

- That the contents of this statement are to the best of my knowledge a true reflection of the facts.
- That I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____ % black owned;
- The enterprise is _____ % black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10, 000,000.00 (ten million rands);

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the **DTI** Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by Commissioner.

Respondents Signature: _____ Date: _____
Commissioner of Oaths Signature & Stamp _____

ANNEXURE A

TERMS OF REFERENCE: APPOINTMENT OF AN EXPERIENCED AND REPUTABLE BIDDER TO MANAGE AND MAINTAIN PIKITUP'S WEBSITE (www.pikitup.co.za) FOR A PERIOD OF 12 MONTHS.

PIKITUP LANDFILL COMPLIANCE AUDIT

TENDER SPECIFICATION

Pikitup Johannesburg (SOC)

Jorissen Place

66 Jorissen Street

Braamfontein

2017

4/18/2017

Revision 1

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1. BACKGROUND

Pikitup was established in 2001 as a wholly owned State Owned Company (SOC) of the City of Johannesburg Metropolitan Council (COJ). The company manages and operates four operating closed landfill sites and two recently closed landfills sites. The company operate and manage the following active landfill sites.

Landfill Site	Region	Physical Address
Robinson Deep	F	Turffontein and Marlboro Roads, Turffontein
Marie Louise	C	Dobsonville Road, Dobsonville, Soweto
Goudkoppies	D	Houthammer Road, Devland, Soweto
Ennerdale	G	Old Lawley Road, Lawley, Ennerdale

The company also maintains the following closed landfill sites which are both located in the north.

Landfill Site	Region	Physical Address
Kya Sands	E	Turffontein and Marlboro Roads, Turffontein
Linbro Park	E	Dobsonville Road, Dobsonville, Soweto

In terms of the permit conditions, the landfill site should be audited annually for compliance which includes the monitoring of ground water.

2. PURPOSE

The purpose of this External Landfill Compliance Audit is to determine the extent of compliance with the landfill site permit, licences and DWAF Minimum Requirements 2nd Ed. 1998.

3. SCOPE OF WORK

The scope of work will include the following requirements summarised here:

3.1. Ground Water Monitoring Reports Review and Recommendations

- 3.1.1.1. Review of the Water Quality Monitoring Reports compiled by Pikitup's external contractor and the results analysed in terms of the DWAF Minimum Requirements 2nd Ed, appropriate recommendations for water monitoring at waste management facilities (1998).
- 3.1.1.2. Review of the Laboratory samples analysed for the following water quality parameters: pH; EC; NO₃; COD; VOC; TOC, major cat-ions and an-ions and IPC scan (as applicable).
- 3.1.1.3. No actual samples will need to be taken, and therefore no costs should be included for laboratory analysis.

- 3.1.1.4. Appropriate review of sampling analysis and reporting should be reviewed and appropriate recommendations and remedial interventions with rudimentary cost estimates should be provided.

3.2. Air Quality Monitoring Reports Review and Recommendations

- 3.2.1.1. Review of the Air Quality Monitoring Reports compiled by Pikitup's external contractor for ambient air quality and subsurface landfill gas sampling results should be reviewed.
- 3.2.1.2. Review of the laboratory samples analysed for the following air quality and subsurface landfill gas parameters which include: Methane (CH⁴); Carbon Dioxide (CO²); Carbon Monoxide (CO).
- 3.2.1.3. No actual samples will need to be taken, and therefore no costs should be included for laboratory analysis.
- 3.2.1.4. Appropriate review of sampling analysis and reporting should be reviewed and appropriate recommendations and remedial interventions with rudimentary cost estimates should be provided.

3.3. Topographic Survey Reports Review and Airspace Recommendations

- 3.3.1. Review of the topographic survey reports undertaken by the Pikitup external contractor.
- 3.3.2. Recommendations in respect of the survey results should be provided and remaining landfill airspace figures should be confirmed.

3.4. Landfill Site Permit Audit

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

3.4.1. Pre-Audit Meetings

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

3.4.2. Site Inspections

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

3.4.3. Previous Audit Reports

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

3.4.4. 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.
- An indication of possible cost estimates for remedial actions should be provided to guide the client for annual budgeting and future compliance improvements.
- Compliance measure scores out of 100% should be provided as an indication of the level of current compliance with the Site Permit and licences.

4. DELIVERABLES

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

- 4.1. Project Inception Meeting
- 4.2. Pre-audit meeting with landfill team
- 4.3. Review and analysis of all monitoring data and relevant reports
- 4.4. Preparation of an audit checklist to undertake site investigation
- 4.5. Landfill site investigation (Site Permit Conditions and DWAF Minimum Requirements)
- 4.6. Excel scoring matrix to determine the level of permit compliance
- 4.7. Compilation for External Landfill Compliance Audit Report

- 4.8. Submission of monthly Progress Weekly Progress Reports
- 4.9. Approval of External Landfill Compliance Audit Report
- 4.10. Presentation of Landfill Compliance Report

5. COST AND PAYMENT

A clear indication of the project costs must be provided in respect of the defined deliverables stated. Costs must be shown exclusive, and separately as inclusive of VAT.

- All disbursements must be included in the breakdown of costs and administrative cost should not exceed 5% of the overall costs exclusive of VAT.
- Only local travel between the service providers' local offices and Pikitup sites will be considered approved for payment, if the necessary supporting documentation appended.
- No payment in respect of invoices submitted will be considered, if the relevant deliverables (with supporting documentation), have not completed at the time of submission.

6. BILL OF QUANTITIES

The following Bill of Quantities must be completed in respect of the above scope of work.

Item	Unit	Qty	Rate	Price (Rands)
1. Project Inception Meeting.		1		
2. Pre-audit meeting with landfill team.		1		
3. Review and analysis of all monitoring data and relevant reports.		-		
4. Preparation of an audit checklist to undertake site investigation.		1		
5. Landfill site investigation Site Permit and Licence conditions.		6		
6. Excel scoring matrix to determine the level of permit compliance.		1		
7. Submission of Progress Weekly Progress Reports.		2		
8. Submission of Draft External Landfill Compliance Audit Report.		1		
9. Approval of Final External Landfill Compliance Audit Report.		3		
10. Presentation of Landfill Compliance Report.		1		

7. TIMEFRAMES

The scope of work must be carried out and completed within a period of 5 (**five**) weeks from start to completion of the project. This timeframe will include the review, amendments and approval of the report.

8. EVALUATION CRITERIA

The following minimum evaluation criteria will be used to perform the evaluation of submissions:

- 8.1. The evaluation criteria which will underpin the awarding of functional capability in respect of the project will be determined by among other the following:
- 8.2. Experience of the company in landfill compliance audits (professional company accreditation and years of experience)
- 8.3. Experience of the project leader and key personnel (five core team) registration with professional bodies and years of experience
- 8.4. Number of previous landfill compliance audits successfully completed
- 8.5. Reference list of similar projects undertaken and completed (to be reference checked and confirmed)
- 8.6. Programme of works.

Criterion	Points
<p>Qualification and Experience:</p> <ul style="list-style-type: none"> • No of previous landfills audited(25); <ul style="list-style-type: none"> ○ 3 landfill – 5 ○ 2 landfills – 3 ○ 1 landfill– 1 ○ No Landfill – 0 • Experience of company (20); <ul style="list-style-type: none"> ○ Pr Eng. BSc (Civil) – 5 ○ Pr Tech. (Civil) – 4 • List of previous projects and completed (20) <ul style="list-style-type: none"> ○ 3 references – 5 ○ 2 references – 3 ○ 1 reference– 1 ○ No reference – 0 	<p>65</p>

Location of Home Office: <ul style="list-style-type: none"> • COJ – 5 • Gauteng – 4 • South Africa – 3 • Southern Africa – 2 • International – 1 	5
Experience of project leader CV and core personnel (30) <ul style="list-style-type: none"> • More than 10yrs -5 • More than 3 yrs. -3 • No Experience -0 	30
Total	100