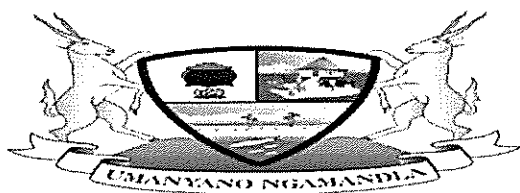


## Mbizana Local Municipality

Physical Address  
51 Main Street  
Postal Address  
P.O.12  
Bizana  
4800



Office of the Municipal Manager  
Tel: 039 2510 230/770  
Fax: 039 2510 040  
Email:mbizana@mbizana.org.za

04<sup>th</sup> March 2019

Enquiries: N. Xoko  
0392510210 (2197)

### Terms of Reference - Review of Waste Management Tariff Policy and waste management

#### Tariffs:

#### 1. BACKGROUND

The demand for waste disposal has grown in recent years due to economic and population growth in Mbizana.

This has placed a strain on the available airspace at the dumping site & resources to provide the service.

To combat this trend, the National Waste Minimisation Strategy and Waste Management Tariff Strategy developed by National Department of Environmental Affairs have determined various principles and objectives that must be implemented by local government to assist in better financial management of municipal waste management service to ensure financial sustainability.

Financial sustainability will assist the municipality to provide a responsible waste management services vital to the health and wellbeing of all people and the conservation of the environment.

For many years refuse removal service in our municipality was provided at a deficit, this was adversely affected by the limited total number of customers charged as against the number of customers serviced.

The total revenue collected was far less than the operational costs for this service although it is widely accepted that rendering this service should at least break even.

The municipality has thus investigated options to correct this and come with an affordable and cost reflective tariff i.e. include all the costs reasonably associated with rendering the service including capital, operating, maintenance, administration and replacement costs.

All Properties in the area serviced were then categorized accordingly considering a variety of factors. These categories needs to be reviewed as some businesses may have transformed their activities.

## 2. PURPOSE

The purpose of this document is for waste management consultants to review the waste management tariff policy and tariffs to address the following:

- To align the waste management tariff policy with the national guidelines and legislations applicable to the policy.
- Review the categories of businesses as per the status quo of businesses.
- Review the categories of households as per the activities of each household
- Data cleansing of our business and household database
- Review waste management tariffs to ensure a cost effective and cost reflective.

## 3. SCOPE OF WORK

Competent service providers are hereby invited to submit proposals and quotations to review our current waste management policy and waste management tariffs. The service provider is expected to carry out the following scope of work to deliver the final product:

- Do Waste management cost analysis and propose appropriate tariffs for 2019/2020 and three outer years
- Review & Provide a complete waste management database for all customers serviced.
- Cluster businesses according to their activities & size and propose suitable tariffs.
- Determine frequency for collection for various categories.
- Facilitate public consultation meetings for the proposed tariffs.
- Review the existing Waste Management Tariff Policy.
- Compile a close up report with details of how each activity was done and provide proof of meetings where applicable.
- Provide advice on the services to be rendered by the municipality to our customers to be aligned with the tariff charged.
- Align waste management tariff policy with Integration Waste management plan and the waste management system.
- Review of waste management by-laws.

## 5. PROJECT METHODOLOGY

The service provider must provide a detailed outline of the methodology to be used detailing how each of the deliverables is to be achieved and possible pre-requisites for the exercise.



## 6. PROJECT DELIVERABLES

- Reviewed waste management database in excel.
- Reviewed Waste Management tariff policy.
- Reviewed Tariff Structure
- Close up report.

## 7. EXPERTISE REQUIRED FROM THE SERVICE PROVIDER

- The service provider must have team members with Environmental Management and Accounting qualifications.
- The service provider must demonstrate understanding of the terms of reference.
- The quotation must be accompanied by a proposal on how the project will be undertaken.
- The service provider must have at least three years experience in conducting similar or equivalent projects.
- The service provider must demonstrate experience in waste management and being a member of the IWMSA will be an added advantage i.e. Team member/s must hold relevant Environmental Management Qualifications.

## 8. PAYMENT MILESTONE

The payment will be phased according to the milestones indicated in the proposal.

## 9. PROPOSAL REQUIREMENTS

Bidders will be required to submit a proposal with the following components:

### Technical proposal to include:

- Proposal demonstrating an understanding of the brief context and impact of the intervention,
- Proposed methodology including approach, organisation and method of achieving outcomes and deliverables,
- Team composition, outlining profiles and curriculum vitae of key personnel to implement the proposal.

### Financial proposal to include:

- Budget breakdown, comprising of :
  1. The estimated number of days per expert and fee rate per output,
  2. Incidental and disbursement costs.
- Cash flow forecast.

## 10. EVALUATION OF QUOTATIONS



Appointments will be made in terms of Municipal Procurement Policy and bids will be evaluated on an 80/20 point system within the ambit of the preferential procurement regulations, which is derived from the preference procurement policy framework Act No. 5 of 2001.

The evaluation will be carried out in two phases: Functionality and pricing

Criteria	Weighting
Functionality including relevant qualifications, relevant experience and relevant qualifications:	80
Price	20

### 11. AWARDING OF POINTS

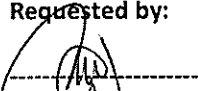
Points of functionality will be scored according to the table shown below.

Criterion	Weight
Qualifications of the personnel/ relevant qualification	30
Experience	20
Accuracy and relevance of methodology i.e How the training will be carried out showing the milestones and timeframes.	30
<b>TOTAL</b>	<b>80</b>

### 12. VALIDITY PERIOD

The proposal will remain valid for a period of 90 days after the official date of the bid.

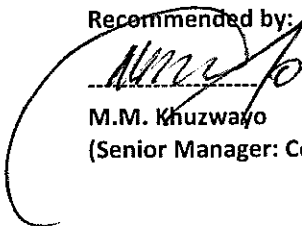
Requested by:

  
N. Xoko  
(Manager Soc. & Environ.)

Approved by/ Not Approved

  
L. Mahlaka  
(Municipal Manager)

Recommended by:

  
M.M. Khuzwayo  
(Senior Manager: Comm. Services)