



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG



University of the Witwatersrand, Johannesburg

Request for Proposal (RFP)  
PIMD/2018/02

- (1) SUPPLY & MAINTENANCE OF EQUIPMENT, VEHICLES AND MACHINERY FOR GENERAL WASTE AND RECYCLING.  
(2) TOTAL MANAGEMENT SERVICES FOR HAZARDOUS WASTE

**PROCUREMENT DOCUMENT**

August 2018

Issued by:  
PIMD: Mr Riaz Adam (Acting Director: PIMD)

University of the Witwatersrand, Johannesburg

Name of Tenderer:

Tenderer has the option to tender for both Categories or indicate their preferred option/s below:

Indicate which Waste Category being tendered for :	
(1) Supply & Maintenance of Equipment, Vehicles & Machinery for General Waste and Recycling (Functional Model)	
(2) Total Management Services for Hazardous Waste (Fully Outsourced)	



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PIMD Department 2018/02

- (1) Supply & Maintenance of Equipment, Vehicle and Machinery for General Waste and Recycling
- (2) Total Management for Medical and Bio-Hazardous Waste

**Table of Contents**

Number	Heading
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**Request for Proposal**

**Part T1: Tendering Procedures**

T1.1	Tender notice and invitation to tender
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T1.2	Tender data
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**Part T2: Returnable documents**

T2.1	<p>List of returnable documents</p> <p><b>Section 1: Eligibility Criteria</b></p> <p><b>Section 2.1: Functionality Criteria – Category 1: General Waste &amp; Recycling</b></p> <p><b>Schedule A:</b> Company Profile and Information</p> <p><b>Schedule B:</b> Service Provider Insurances</p> <p><b>Schedule C:</b> Complete Customer References and Experience of Service Provider.</p> <p><b>Schedule D:</b> Proposed OEM Machinery, Vehicle &amp; Equipment</p> <p><b>Schedule E:</b> Onsite Training of Proposed Equipment and Machinery</p> <p><b>Schedule F:</b> Detailed and Comprehensive Project plan for initial delivery, lead time and set-up</p> <p><b>Schedule G:</b> Green Technology and Environmental Best Practises, ISO 14000 Standards</p> <p><b>Schedule H:</b> Proposed Recycling and Sorting Station</p> <p><b>Schedule I:</b> Waste Site Depot Location</p> <p><b>Schedule J:</b> Risks/Assumptions/Dependencies/Exclusions</p> <p><b>Section 2.2: Functionality Criteria – Category 2: Medical and Bio-Hazardous Waste</b></p> <p><b>Schedule A:</b> Company Profile and Information</p> <p><b>Schedule B:</b> Service Provider Insurances</p> <p><b>Schedule C:</b> Complete Customer References and Experience of Service Provider.</p> <p><b>Schedule D:</b> Employee Relations</p> <p><b>Schedule E:</b> ISO 14000 or Similar Accreditation</p> <p><b>Schedule F:</b> OSHAS 18000 or Similar Accreditation</p> <p><b>Schedule G:</b> Hazardous Waste Contract Manager's CV</p> <p><b>Schedule H:</b> SABS or similar. Attach MSDS for Chemicals that will be used</p> <p><b>Schedule I:</b> Hazardous and Medical Waste Standard Operating Procedures (SOP)</p> <p><b>Schedule J:</b> Infrastructure, Staff Capacity, Equipment</p> <p><b>Schedule K:</b> Spillage Kit</p> <p><b>Schedule L:</b> Risks/Assumptions/Dependencies/Exclusions</p>
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T2.2	Returnable Schedules <b>Annexure 1:</b> Scope of Work for General Waste and Recycling (functional Model) <b>Annexure 2:</b> Scope of Work for Hazardous Waste (Fully Outsourced) <b>Annexure 3:</b> Pricing Schedule for Supply and Maintenance of Equipment, Vehicles, Machinery for General Waste and Recycling <b>Annexure 4:</b> Pricing Schedule for Hazardous Waste
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## THE CONTRACT

### Part C1: Main Contract

C1.1	Main Contract Terms and Conditions
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### Part C2: Annexures to both the Tender and the Contract document are as follows:

C2	<b>List of Annexures</b> <b>Annexure 1:</b> Scope of Work for General Waste and Recycling (functional Model) <b>Annexure 2:</b> Scope of Work for Hazardous Waste (Fully Outsourced) <b>Annexure 3:</b> Pricing Schedule for Supply and Maintenance of Equipment, Vehicles, Machinery for General Waste and Recycling <b>Annexure 4:</b> Pricing Schedule for Hazardous Waste <b>Annexure 5:</b> Site Map 1- Braamfontein Campus – Refuse Plan <b>Annexure 6:</b> Site Map 2 - Parktown Campus – Refuse Plan <b>Annexure 7:</b> Site Map 3 - Braamfontein Campus – Chemical Points <b>Annexure 8:</b> Site Map 4 - Parktown – Chemical Points <b>Annexure 9:</b> Collection Schedules <b>Annexure 10:</b> Access to University Precincts
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PIMD Department 2018/02

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## T1.1 Tender Notice and Invitation to Tender

### Overview of the University

The University of the Witwatersrand, Johannesburg (the **University** or the **Purchaser**) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The *University* has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

### Invitation to Tender

The Property and Infrastructure Management Division (PIMD) of the University of the Witwatersrand, Johannesburg in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) requests proposals from suitably qualified service providers to supply the University with equipment and machinery for General Waste, Recycling and a Total Waste Management Service for Medical & Bio-Hazardous.

### Tender Background

The University has insourced staff associated with outsourced services, with General Waste and Recycling being one of them. Waste Transport Drivers, Waste Staff and Sorters are included in this group. The newly adopted General Waste and Recycling Service is a functional model that has been in operation for just over a year. Interested tenderers are to supply and maintain their proposed equipment, vehicles and machinery for General Waste and Recycling.

Hazardous Waste remains a fully outsourced service. Tenderers are expected to submit their proposals for collection, transporting and disposal of all hazardous and bio-hazardous waste generated as part WITS operational activities.

In appointing Service Provider/s, the University is seeking an organisation with which it can build a cooperative type relationship to the benefit of the University Community. It would value a Service Provider that will focus on service delivery and be both proactive and innovative in its approach to cost containment, while being sensitive to the needs and the culture of the University. On this basis, a key criterion for selection of a Service Provider will be the "culture fit" or the extent to which the University believes it can establish a close working relationship with the Service Provider, to the benefit of the students and staff.

Contract awards may be recommended separately as per Waste Categories and such awards may be made in the order in which are presented in this bid document (Refer to page 1).

## **Tender: Eligibility Criteria**

The Tenderer should only submit a Tender Offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification.

Tenderers are urged to study the information provided in detail before responding to the tender. It is of utmost importance that information and conditions set out in this specification and "Tender Forms/documents/schedules/annexures" be completed and submitted in the indicated format and order. Should the information not be submitted in the required format, the University reserves the right not to assess the tender received and to disqualify such tenders.

Preferences are offered to Service Providers that are Broad Based Black Empowerment Contributors.

Only Service Providers who satisfy the following Eligibility Criteria and those set out in the Tender Notice and Invitation to Tender section of the Tender Documents should submit tender.

**It is compulsory that the Tenderer submit all of the information required in the below Schedules/requests:**

- submit a signed submission by an authorized employee of the company
- submit audited company financial results for the immediately preceding three (3) financial years, prepared in accordance with International Financial Reporting Standards (IFRS)
- submit company and tax certificates including:
  - .1. South African registration documents if a registered company (CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
- provide a current tax clearance certificate for tenders issued by the South African Revenue Services
- be a registered South African entity
- provide a Letter of Good Standing from its bankers (see Returnable documents below).

### **Tenderers submitting for Category 1: General Waste & Recycling**

- have a track record for at least three (3) years where a similar service has been conducted
- minimum of two (2) references where similar implementation of the proposed solution has been conducted. (References within the last five (5) years).
- Legal and licensing requirements- Waste Disposal Permits. Provide permits for Waste Disposal Sites, Incineration sites /Agreements with licenced Waste Disposal Sites and/or Incineration Site. (Bidders that subcontract this service must attach valid agreements with subcontractors)
- Agreement to use a disposal facility/landfill site should the company not have its own site(s);
- All proposed equipment, vehicles and machinery must not be older than 24 months and meet the acceptable functional requirements.
- Support for Repairs and Maintenance must meet service levels.
- Tenderers capability to provide onsite training of equipment, vehicles and machinery.

### **Tenderers submitting for Category 2: Medical and Bio-Hazardous Waste**

- have a track record for at least three (3) years where a similar service has been conducted
- minimum of two (2) references where similar implementation of the proposed solution has been conducted. (References within the last five (5) years).
- Legal and licensing requirements- Waste Disposal Permits. Provide permits for Waste Disposal Sites, Incineration sites /Agreements with licenced Waste Disposal Sites and/or Incineration Site. (Bidders that subcontract this service must attach valid agreements with subcontractors)
- SABS approved chemicals or equivalent or higher than SABS standards
- Material Safety Data Sheets (MSDS) must be attached for proposed chemicals
- All relevant legislations and compliance such as Labour Relation Act, COIDA, BCEA, pertinent sectorial determination/ bargaining council.
- Permit and authorization to transport waste;
- Agreement to use a disposal facility/landfill site should the company not have its own site(s);

Compulsory clarification meeting/session/briefing on **Thursday, 16 August 2018 strictly at 11h00. Meeting point to the clarification venue, at 10h50, at the offices of Procurement Services**, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011 – 717 1510) (Refer: <https://www.wits.ac.za/maps/braamfontein-campus-west/>) and <http://www.wits.ac.za/about-wits/procurement/> for Directions to Procurement. **Doors will be closed at 11h15.**

Documents **MUST BE** downloaded from the University's website prior to attending the Compulsory Clarity Session in order to understand the scope and the requirements, <http://www.wits.ac.za/about-wits/procurement/> from **10:00 on Monday, 13 August 2018. Please ensure that you confirm your eligibility to tender prior to the briefing session, by reviewing the criteria stated in the tender documents.**

Queries relating to this RFP must be addressed to Ms Meshal Moonsamy and copied to Ms Charmaine Layton via e-mail: [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za) and [Charmaine.Layton@wits.ac.za](mailto:Charmaine.Layton@wits.ac.za)

The **closing time** for receipt of tender is on **Thursday, 6/9/2018 at 12:00 hrs.**

The Tenderer is to submit two original hard copies and 1 editable electronic copy of their proposal addressing the items listed in section 1, as well as the completed Tender Forms with supporting documentation, provided in section 2. Each copy is to be separately bound, and are to be hand delivered to WITS Procurement Services.

Shortlisted Service Providers will be subjected to a Presentation. A formal communication will be emailed to shortlisted Service Providers notifying on the proposed date and time.

The *University* reserves its right to award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation.

The conditions of tender, tender instructions, eligibility criteria, detail regarding the compulsory briefing meeting and detail regarding the shortlisted tenderer site evaluation are stated in the tender Data of the tender Invitation Documents.

#### **Intent to Respond to Tender**

**Note:** Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the Service Provider must submit to the *Purchaser's* agent (whose details are in F.1.4 below), in a single email, the following by the time indicated in F.2.15 of the Tender Data below:  
the Service Provider written statement of intention to offer to tender.



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## T1.2 Tender Data

### Standard Conditions of Tender

The standard conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015). (See <http://www.cidb.org.za/publications/Documents/Standard%20for%20Uniformity%20in%20Construction%20Procurement%20-%20July%202015.pdf> ).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	Each occurrence of “the employer” is replaced with “the <i>Purchaser</i> ”. The <i>Purchaser</i> is the University of the Witwatersrand, Johannesburg, acting through the Services Management Department. “The <i>Purchaser</i> ” and “the <i>University</i> ” have the same meaning and are interchangeably used throughout this tender invitation.
F.1.2	The Tender Documents issued by the <i>Purchaser</i> comprise the documents listed in the above Table of Contents.
F.1.2	All tender offers and any accompanying documentation become the property of the <i>University</i> and will not be returned.
F.1.3.2	The returnable schedules so specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to tender and the tender offer.
F.1.4	The University’s agents: Name: Meshal Moonsamy Email: Queries relating to this tender must be addressed to Ms Meshal Moonsamy <a href="mailto:meshal.moonsamy@purcosa.co.za">meshal.moonsamy@purcosa.co.za</a> and copied to Ms Charmaine Layton via e-mail: <a href="mailto:Charmaine.Layton@wits.ac.za">Charmaine.Layton@wits.ac.za</a> , (Tel 011-717-1510)
F.1.5.1	This provision applies equally to the University.  In addition, the <i>Purchaser</i> reserves the right at any time to:

	<ul style="list-style-type: none"> <li>request further information should the tender offer yield insufficient detail and Service Provider differentiation,</li> <li>contact any Service Provider during the evaluation process, in order to clarify any information, without informing any other Service Provider.</li> <li>award portions of the tender to more than one Supplier,</li> <li>award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation,</li> <li>cancel, withdraw, defer, suspend or reissue the tender in whole or in part at any time,</li> <li>share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and</li> <li>audit the awarded contract/s from time to time.</li> </ul>		
F.1.5.2	This clause does not apply.		
F.1.6.1	A contract, substantially in the form contained in Part C1 and C2, and subject to F.3.13 and F.3.14, will be concluded with the successful Service Provider. You are advised to review the contract terms very carefully as the University may at its option accept only minor changes.		
F.1.6.2	This clause does not apply.		
F.2.1	Only those Service Providers who satisfy the Eligibility Criteria set out in tender Notice and Invitation to tender above are eligible to submit tenders.		
F.2.1	The Service Provider may partner with its business partner or subcontractor in its response to this tender. However, all applicable information that is required about the Service Provider should be supplied for the business partner or subcontractor as well.		
F.2.7	Compulsory clarification meetings will be held at the times and places set out in F.2.15. Service Providers must sign the attendance register in the name of the Service Provider entity at the meeting. Any addenda will be issued to and tenders will be received only from those entities appearing on the attendance register.		
F.2.7	Compulsory site visits will be conducted at the times and places set out in F.2.15. Service Providers must sign the attendance list in the name of the Service Provider entity at the site visit.		
F.2.11	An item against which no rate or price is entered by the Service Provider shall be considered to be covered by other rates or prices detailed in the tender offer.		
F.2.13.2	<b>All documents submitted by the Service Provider must be compiled in the order (and corresponding to the headings) set out in the Table of Contents above and all pages numbered within each section. Failure to comply with this requirement may disqualify the Service Provider.</b>		
F.2.13.3	The Service Provider must submit 2 original printed copies of their Tender offer together with an electronic copy on removable media to the address set out in F.2.15. <b>The printed copies and the electronic copy must contain exactly the same information.</b> The number of paper copies of the signed contract to be provided by the University is two.		
F.2.13.4	An officer or director of the Service Provider who is legally authorized by the Service Provider to enter into a binding agreement must sign the tender offer. A list of the person(s) authorized to negotiate on the Service Provider behalf must be submitted with the tender offer.  The Service Provider will nominate one representative to act as its single point of contact for all dealings with the Purchaser.		
F.2.13.5	The <i>Purchaser's</i> details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:		
	<table border="1"> <tr> <td><b>Identification details:</b></td> <td>Tender reference number, Title of Tender and the closing date and time of the Tender</td> </tr> </table>	<b>Identification details:</b>	Tender reference number, Title of Tender and the closing date and time of the Tender
<b>Identification details:</b>	Tender reference number, Title of Tender and the closing date and time of the Tender		



	<b>Tender Box Location:</b>	Foyer of the Procurement Services Offices (Attention: <b>Charmaine Layton</b> )		
	<b>Physical address:</b>	Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: <a href="https://www.wits.ac.za/maps/braamfontein-campus-west/">https://www.wits.ac.za/maps/braamfontein-campus-west/</a> )		
F.2.13.9	Telephonic, facsimile or e-mailed tender offers will not be accepted.			
F.2.15	The <b>closing time</b> for receipt of Tender offers is <b>12:00 hrs on 6/9/2018</b> (Tender Offers submitted after this time will <b><u>NOT BE ACCEPTED</u></b> )			
		Date	Time	Venue / Site
	Invitation to tender notice release via print media	10/8/2018 & 12/8/2018		
	Publication of tender available on WITS website	13/8/2018		
	<i>Service Provider notice of intent to respond &amp; make an offer</i>	TBA	12:00	
	Compulsory clarification meeting <sup>1</sup>	16/8/2018	11:00	
	Compulsory visits to <i>University</i> site/s <sup>1</sup>	TBA		
	Tender Offer submission (response closing time)	6/9/2018	12:00	
	Intended Short-listed Site Visits <sup>2</sup>	TBC		
	Intended award date for	TBA		
	Intended contract conclusion for tender	TBA		
	<sup>1</sup> Service Providers visits to <i>University's</i> venue/s and site/s will be arranged beginning promptly at time indicated as above. <sup>2</sup> <i>University's</i> visits to Service Providers sites are optional at the <i>University's</i> discretion Note that the dates in this clause F.2.15 are fixed, unless the <i>Purchaser</i> , which reserves its right to do so, alters any of these dates at any time as it deems necessary.			
F.2.16	The tender offer validity period is for the contract duration.			
F.2.22 F.2.23	All returnable documents, certificates and schedules must be current and valid and returned with the Service Provider's offer submission by the closing time indicated above.			
F.3.1.1	The <i>Purchaser</i> will respond to requests for clarification received up to 3 working days before the tender closing time. Queries should be by email only to the University representative named above. Additional information supplied to any Service Provider may be provided to other Service Providers via e-mail.			
F.3.2	The University may issue addenda until 3 working days before the tender closing time.			
F.3.3	Tender offers submitted after the closing time in F.2.15 will be rejected, as will any tender submission that is received by any staff member of the University after the closing time.  All such rejected submissions will remain unopened - (unless already open, or it is necessary to open to obtain Service Provider details), and should be retrieved by the Service Provider within 7 days of the closing time, failing which it will be destroyed.			
F.3.4	Submissions are opened in the presence of the <i>Purchaser's</i> tender evaluation committee members only.			
F.3.8	Service Providers will be disqualified without the opportunity to make their tender offer responsive if: <ul style="list-style-type: none"> <li>it is submitted after the closing time specified in F.2.15,</li> </ul>			

	<ul style="list-style-type: none"> <li>• it is delivered to individuals other than Procurement personnel at the address in F.2.13.5,</li> <li>• it is not submitted in duplicate and/or does not include a softcopy,</li> <li>• it is not signed by a signatory as required in F.2.13.4,</li> <li>• proof of indicated insurance policies and their values are not provided,</li> <li>• the compulsory Returnable documents and schedules are not provided or not completed in full,</li> <li>• they fail to comply with the requested specifications, services and service levels, or</li> <li>• any compulsory requirements as indicated are not complied with.</li> </ul> <p>A tender offer may be declared unresponsive and rejected if:</p> <ul style="list-style-type: none"> <li>• it contains any erasure, alteration, text addition or irregularity other than that as requested,</li> <li>• it is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation,</li> <li>• it is incomplete or invalid documents are submitted,</li> <li>• it does not follow the required sequence of documents and schedules listed in the Table of Contents,</li> <li>• it is not submitted on the forms provided or forms are not completed,</li> <li>• any “must” condition is not met, or</li> <li>• the <i>Purchaser</i> reasonably deems it fit to do so for any other cause.</li> </ul>
F.3.10	The <i>Purchaser</i> may require short-listed Service Providers to make presentations to <i>University</i> management on the date and at the place in F.2.15 of the tender Data. These are designed to give Service Providers the opportunity to present their solution and have a question and answer clarifying session.
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses are replaced with the following:</p> <p>The <i>Purchaser</i> will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> <li>• Service Provider experience and financial condition, reputation and competence in the provision of the goods and/or services that the Service Provider is offering to provide,</li> <li>• the qualification, experience and ability of the Service Provider’s staff expected to be assigned to the project,</li> <li>• the degree to which the proposed solution addresses the <i>Purchaser’s</i> requirements (fitness for purpose, business, technical, functionality, financial, quality, preference, etc), including the effectiveness of implementation, and the reliability and quality of the goods and services,</li> <li>• the ability of the Service Provider to minimize the <i>Purchaser’s</i> business risks in ensuring business continuity, and</li> <li>• additional differentiators that Service Provider shows are advantages over other similar suppliers.</li> </ul>
F.3.15	This clause does not apply.
F.3.18	Notwithstanding the provisions of clause F.3.18, the <i>Purchaser</i> shall provide upon written request only the outcomes of tender process.
F.3.19	This clause does not apply.

By signing below, the Service Provider agrees with all of the conditions, statements and terms of this tender.

Authorised Signature of Service Provider		
Name of signing person		
Capacity		
Date		
Telephone Number & Fax Number		
Cell Number		
Name of Service Provider [company name]		
Postal address (in block letters)		
Full street address (Domicilium citandi et executandi in the RSA)		



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### T.2.1 List of returnable schedules

#### Returnable schedules required for tender evaluation purposes

The Service Provider's offer must be composed according to, and in the sequence of the below list of required documents. The Service Provider must submit all of the following returnable schedules.

Only Service Providers who satisfy the indicated Eligibility Criteria and those set out in the Tender Notice and Invitation to tender section of the Tender Documents should submit tender. Eligibility criteria is indicated in T1.1 of this tender document.

### Section 1 Refer to the Eligibility Criteria in section T1

#### Section 2

#### Schedule A: Company Profile and Information

1. Description & brief history of Service Provider's company
2. Local organogram, including corporate and support structure
3. Company financial results (including last three (3) financial years' audited financial results or statements prepared in accordance with International Financial Reporting Standards (IFRS) for the preceding financial year and latest integrated annual report (specific website address for report is sufficient)
4. Company and tax certificates including:
  - South African registration documents if a registered company (CIPRO/CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
  - A Valid Tax Clearance Certificate for Service Provider's issued by the South African Revenue Services
5. Letter of Good Standing from Service Provider's bankers which indicates the Service Provider company's financial health and liquidity. This letter must state at minimum about the Service Provider:
  - i. Service Provider's registered name and length of time as the bank's client,
  - ii. The Service Provider's account name and details at the bank,
  - iii. Service Provider has successfully completed various contracts and conducted accounts at the bank,
  - iv. Engagements and accounts with the bank have always been properly and satisfactorily conducted,
  - v. The bank considers the Service Provider good for its normal contracting commitments, and
  - vi. The Service Provider has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Service Provider a counterparty of good risk and good for business.
6. Declare any potential conflict of interest with respect to this tender or service
7. have a track record of implementing similarly successful contracts.
8. The Tenderer's offer should include:
  - a) A summary of the Tenderer's proposal
  - b) How the Tenderer is able to meet the tender requirements. Include differentiators that Tenderer shows are advantages over other similar suppliers. Include here any relevant information, which is not covered in other sections information that you believe will help to convince the Purchaser of your suitability as a supplier and your ability to add value.

**Functionality Criteria to be completed by Tenderers who choose to tender for Category (1) General Waste and Recycling**

**Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 70% threshold for functionality indicated below shall be evaluated further.**

**The process will result in finalizing the shortlisted Service Providers that will be considered for Presentation. Only Service Providers that maintain a minimum of 80% threshold for Presentation will be considered for final stage.**

<b>FUNCTIONALITY CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>1. Provide three (3) contactable references and proven track record where tenderers equipment, vehicles &amp; machinery was deployed and provided repairs and maintenance for the past three (3) years; At least one reference to be related to providing equipment for General Waste &amp; Recycling.</b>	<b>30 Points</b>
<ul style="list-style-type: none"> <li>• 3 Confirmed acceptable reference sites provided = 30 points</li> <li>• 2 Confirmed acceptable reference sites provided = 21 points</li> </ul>	
<b>2. Experience in providing or supplying the equipment, vehicles and machinery that is related to General Waste &amp; Recycling (Attach Company Profile and indicate when company started providing this service)</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Three (3) years = 7 points</li> <li>• Four (4) years = 8 points</li> <li>• Five (5) years = 9 points</li> <li>• Above Five (5) years = 10 points</li> </ul>	
<b>3. Proposed OEM Machinery &amp; Equipment</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Attach Brochures, Specifications of Proposed vehicle, equipment and machinery that will meet functional requirements of this contract = 5 Points</li> <li>• Proof OEM Warranties and Guarantees = 2.5 Points</li> <li>• Indicate Proposed equipment average lifespan and commitment of support and spares after the contract terms ends = 2.5 Points</li> </ul>	
<b>4. Onsite Training of Proposed Equipment &amp; Machinery/ Initiatives / Innovation</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Supplier's ability to provide onsite technical training to WITS Supervisors and Waste Staff at no cost. Supplier shall provide hands on training concerning preventive maintenance on equipment and use of new equipment at no additional cost = 10 Points</li> </ul>	
<b>5. Detailed and comprehensive Project Plan for Initial Delivery and lead times for supply grounds &amp; landscape machinery, vehicles and equipment to meet Contract Commencement Date - 1 January 2019.</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Delivery lead times between 4 to 6 weeks = 10 points</li> <li>• Delivery lead times between 7 to 8 weeks = 7 points</li> </ul>	
<b>6. Green Technology &amp; Environment Best Practises and ISO 14000 Standards</b>	<b>5 Points</b>
<ul style="list-style-type: none"> <li>• Equipment proposed complies with environmental best practises and compliances to ISO 14000 Standards = 5 Points</li> </ul>	
<b>7. Proposed Recycling &amp; Sorting Station</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Tenderer to submit their proposal for a recycling station onsite (WITS). This must include their infrastructure, equipment, once -off training and maintenance of the equipment for the duration of the contract. = 5 Points</li> <li>• Attach at least one reference site where tenderers recycling station is in operation. = 5 Points</li> </ul>	
<b>8. Waste Site Depot Location</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Location within the Greater Johannesburg Region = 10 points</li> </ul>	
<b>9. Risk/Assumptions/Dependencies/Exclusions.</b>	<b>5 Points</b>
<ul style="list-style-type: none"> <li>• Backup and contingencies plan should the tenderer equipment, vehicle, machinery has a breakdown. Attach procedures that will be taken to ensure continuity of service. = 5 Points</li> </ul>	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>	<b>100 Points</b>

**Functionality Criteria to be completed by Tenderers who choose to tender for Category (2) Medical and Bio-Hazardous Waste (Fully Outsourced)**

**Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 70% threshold for functionality indicated below shall be evaluated further.**

**The process will result in finalizing the shortlisted Service Providers that will be considered for Presentation. Only Service Providers that maintain a minimum of 80% threshold for Presentation will be considered for final stage.**

Functionality Criteria- Medical & Hazardous Waste	Weights
<b>1. Company References</b>	<b>Maximum 20 points</b>
The contract period must be for a minimum period of two years (2), <b>at least two references must be current and already in operation for a minimum of six (6) months (other than WITS)</b> . These references should include the name of the entity, nature of contract, contact person and office telephone number etc. All references provided should not be older than three (3) years. <b>Additional 5 points if company provides similar services to Tertiary Institutions in South Africa.</b>	
3 References provided = 15 points	
2 References provided = 10 points	
<b>2. Employee Relations</b>	<b>Maximum 10 Points</b>
Provide Basic Conditions of Employment Contracts = 2 points	
Proof of compliance with LRA = 2 points	
Proof of compliance with sectoral determination (if any and if relevant) = 2 point	
Proof of Employment policies and procedures including discipline and grievance procedures. =4 point	
<b>3. Experience in the Hazardous Management Services Industry.</b>	<b>Maximum 10 points</b>
More than 5 years of experience = 10 points	
5 years of experience = 9 points	
4 years of experience = 8 points	
3 years of experience = 7 points	
<b>4. ISO 14000 or Similar</b>	<b>Maximum 2.5 points</b>
Proof of valid Compliance Certificate = 2.5 points	
<b>5. Proof OSHAS 18000 or Similar</b>	<b>Maximum 2.5 points</b>
Proof of valid Compliance Certificate = 2.5 points	
<b>6. CV of Waste Contract Manager that will be appointed for this contract. Indicate years of experience in Hazardous Waste Management</b>	<b>Maximum 5 points</b>
5 years and above experience = 5 points	
4 years of experience = 4 points	
3 years of experience = 3.5 points	
<b>7. SABS or Similar / Material Safety Data Sheets (MSDS)</b>	<b>Maximum 10 points</b>
Proof of use of SABS/SANS or similar approved receptacles, SANS approved labelling, colour coding; responsibility for repair of reusable receptacles and the process, responsibility for decontaminating reusable receptacles/bins and the process = 10 Points	
<b>8. Hazardous and Medical Waste Standard Operating Procedures (SOP)</b>	<b>Maximum 10 points</b>
Submit a detailed SOP for medical, chemical and bio-hazardous waste currently servicing with relevant references = 10 Points	
<b>9. Infrastructure, Staff Capacity and Equipment</b>	<b>Maximum 10 points</b>
Staff Capacity and Capability to be placed on this project (Attach CV's with relevant experience & Organogram) = 5 points	
Number of appropriate vehicles -(Asset register to be provided) = 2.5 points	
Does the treatment facility have the appropriate computerized system to track waste treated on site? = 2.5 points	

<b>Functionality Criteria- Medical &amp; Hazardous Waste</b>	<b>Weights</b>
<b>10. Spillage Kit</b>	<b>Maximum 10 points</b>
Are the vehicles equipped with a spillage kit = 5 points	
Explain how you would handle the leakages and/or spillages of the Hazardous waste. =5 points	
<b>11. Risk/Assumptions/Dependencies/Exclusions.</b>	<b>Maximum 10 points</b>
Contingency plan in the event of any industrial strike/student unrest = 5 points	
Should the nominated treatment plant at any time during the contract period become a non-viable option for whatever reason, please nominate an alternative fully compliant treatment plant as a back-up facility. = 5 points	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>	<b>100 POINTS</b>

**Schedule B: Service Provider Insurances**

Provide proof that the Service Provider has adequate cover of the relevant insurances:

The Service Provider must have comprehensive insurance cover in place which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University.

Provide proof that the Tenderer has adequate cover of the following insurances:

- Public liability insurance
- Professional Indemnity insurance
- General and Commercial Liability insurance, including cover for bodily injury and death, and property damage.

**Schedule C: Customer References and Experience of Service Provider. Tenderer to indicate which service is being tendered for and provide the references accordingly.**

- The Service Provider will provide a list (minimum 3) of references where they have provided, and continue to provide, goods and services of a broadly similar nature as is being requested in this tender for a period longer than three years. The reference should have similar or greater capacity and complexity to that of the University. At least one reference site within Greater Johannesburg, preferably within 100 km from the University.
- If, in the Purchaser's opinion, the reference customers do not meet the Purchaser's requirements, additional references will be requested, and visits to the reference sites will be required. Interviews at reference sites will be confidential.
- Service Providers may be required to demonstrate their capacity and capability. Such demonstrations should, as far as practicable, simulate the solution in the Purchaser's environment.
- Please provide your information in the attached **Schedule C: Customer References and Experience of Service Provider**.
- The following is a statement of similar work successfully completed by ourselves over the last two years (use a separate page if necessary):

<b>COMPULSORY TO COMPLETE THE BELOW TABLE IN FULL</b>			
<b>References to be Completed for General Waste</b>			
<ul style="list-style-type: none"> <li>• Provide a minimum of three (3) acceptable references for <b>General Waste</b></li> </ul>			
<b>3 acceptable reference in delivering a similar contract within the last 3 years. Indicate name of company and contact details.</b>	<b>Description of contract indicating scope of work and type of contract</b>	<b>Value of Contract inclusive of VAT (Rand)</b>	<b>Date completed/Contract period</b>
1. Name of Company: Contact Person Contact No: Email Address:			
2. Name of Company: Contact Person Contact No: Email Address:			
3. Name of Company: Contact Person Contact No: Email Address:			



**COMPULSORY TO COMPLETE THE BELOW TABLE IN FULL**

**References to be Completed for Recycling**

- Provide a minimum of three (3) acceptable references for **Recycling**

3 acceptable reference in delivering a similar contract within the last 3 years. Indicate name of company and contact details.	Description of contract indicating scope of work and type of contract	Value of Rebates inclusive of VAT (Rand)	Date completed/Contract period
1. Name of Company: Contact Person Contact No: Email Address:			
2. Name of Company: Contact Person Contact No: Email Address:			
3. Name of Company: Contact Person Contact No: Email Address:			

**COMPULSORY TO COMPLETE THE BELOW TABLE IN FULL**

**References to be Completed for Medical and Bio-Hazardous Waste**

- Provide a minimum of three (3) acceptable references for **Medical and Bio-Hazardous Waste**

3 acceptable reference in delivering a similar service within the last 3 years. Indicate name of company and contact details.	Description of contract indicating scope of work and type of contract	Value of Contract inclusive of VAT (Rand)	Date completed/Contract period
1. Name of Company: Contact Person Contact No: Email Address:			
2. Name of Company: Contact Person Contact No: Email Address:			
3. Name of Company: Contact Person Contact No: Email Address:			

Signed

Date

Name

Position

Service  
Provider

## Section 2: Pricing Schedule

Detailed equipment, vehicle and machinery descriptions with associated pricing are set out in the attached pricing template which the below Annexures should be completed in full.

### Annexure 3 – General Waste & Recycling

### Annexure 4 – Hazardous Waste

Prices should be in Rands and inclusive of VAT.

Pricing must be provided for a period of 36 months.

#### Price Increases

Where applicable and provided the relevant supporting documentation is supplied, annual inflation related price adjustments based on change in the South African Consumer Price Index (CPI).

#### Cost Savings

The Purchaser expects the Tenderer to be an active partner in generating ideas to reduce costs (including total cost of ownership) beyond only price reductions. Alternative cost reduction methods should be included in Pricing proposal.

#### PURCO SA Service Fee

The Service Provider will provide for a 2% (two percent) service fee which is calculated on the total value of each monthly invoice issued by the Service Provider to the University for the provision of the Services (including any Additional Services and or goods).

The Service Provider will send copies of its monthly invoice and statement to both PURCO SA and the University. Upon receipt of the Service Provider's invoice, PURCO SA will invoice the Service Provider the 2% (two percent) service fee which is payable to PURCO SA by the Service Provider within 30 days of PURCO SA's invoice date

## Section 3: Preference Documents

- Valid SANAS approved BBBEE certificate (Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agency - (see [http://home.sanas.co.za/?page\\_id=1021](http://home.sanas.co.za/?page_id=1021))
- Attach a written declaration on company letterhead, which has been duly signed by the Supplier's authorised signatory, with the following content:
  - I/we declare that the <<Supplier Name>> enterprise is a Level ..... contributor as at the closing date of this Tender and our financial year ends on .....

## Contract Terms and Conditions

**NB.** Please note that this tender invitation does not constitute formal acceptance by the University of the offer contained in your tender, nor is it a counter-offer. No contract will come into existence until authorised representatives of both parties have signed an agreement which will supersede the University's invitation to tender and your subsequent offer. The tenderer is bound to the offer made in their tender submission.

**Annexure 9: Access to the University Precincts**

These terms, provided by the University in Annexure 8, will govern the Service Provider’s access to and where and how services on the University’s precincts are delivered / performed.

**Part C1: Main Contract Terms and Conditions**

The contracts will be provided shortly.

Part C2: Annexures (**refer Annexures listed in the Table of Contents above**)