

Dear Tenderer,

**SUMMARY DOCUMENT**

1. Kindly note this is a summary document for WITS Tender Reference No: 2023:25 Provision of General Waste Management Services.
2. **INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION**  
ALL tenderers **must** submit to Bongani Machobane [Bongani.Machobane@purcosa.co.za](mailto:Bongani.Machobane@purcosa.co.za) and copy Wits Tender Admin at [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) in a single email, on or before the date and time. Tenderer's written statement of intention to partake in the Tender. Note: the compulsory registration date is **11 September 2023 and the time is 23h59 (before mid-night)**.
3. **NON-COMPULSORY INFORMATION SESSION: ONLINE MICROSOFT TEAMS**  
Only registered tenderers to attend the Non-Compulsory Online Briefing Session to be held as follows:
  - Date and Time: 14 September 2023 | 10h00 -11h30
  - Microsoft Teams: The link to the session will be made available to all registered tenderers
4. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
5. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
6. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

<b>PURCO SA Tenders: How to register, purchase and submit online</b>
Read the following guide or visit <a href="https://purcosa.co.za/how-purchase-tender">https://purcosa.co.za/how-purchase-tender</a>
<b>Login or register at <a href="https://purcosa.co.za">purcosa.co.za</a></b>
1. Navigate to <a href="https://purcosa.co.za">https://purcosa.co.za</a>
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
a. Click 'Register here'
b. Complete the form and click 'Create new account'
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d. Click on the link in the email to login to the PURCO SA website and add a password.
<b>View and purchase the tender</b>
4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to <a href="http://www.payfast.co.za/contact">www.payfast.co.za/contact</a> for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
<b>View the tender requirements</b>
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username

13. To view the bid requirements click the 'Submit bid' link to access the online submission tinderbox. Do it as soon as possible to check all the requirements.
<b>Submit your bid</b>
14. Log in to <a href="http://purcosa.co.za">purcosa.co.za</a> as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tinderbox as often as you like before the submission deadline.
<b>Help with online submissions</b>
18. You can watch a detailed video how to upload your bid at <a href="https://youtu.be/FwIz0bjKxbl">youtu.be/FwIz0bjKxbl</a>
19. View the Online submission guide at <a href="http://purcosa.co.za/online-tender-submissions-guide">purcosa.co.za/online-tender-submissions-guide</a>
<b>Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office</b>
<b>Davy Ivins – 084 207 8148</b> <a href="mailto:davy@assocworks.co.za">davy@assocworks.co.za</a>
<b>Bongani Machobane – 011 545 0548</b> <a href="mailto:bongani.machobane@purcosa.co.za">bongani.machobane@purcosa.co.za</a>
<b>Gololosegang Legoete – 011 545 0940 –</b> <a href="mailto:gololosegang.legoete@purcosa.co.za">gololosegang.legoete@purcosa.co.za</a>
<b>Contact Person at WITS</b>
<b>Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin</b> <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>

## 7. JOINT VENTURES / PARTNERSHIPS AND SUB-CONTRACTING

The University strictly prohibits any joint ventures or partnerships for all components. Subcontracting is allowed for Component 1 and 2 only, provided that the subcontractor complies to legal certificates and licensing. It is important to emphasise that the University does not intend to directly engage in a contract with the subcontractor, and the Tenderer assumes full responsibility and liability in this regard. Tenderers are required to submit the duly signed subcontracting agreement as a mandatory returnable schedule, clearly defining the roles and responsibilities of the subcontracted party in relation to the services they will provide. The suitability and role of the subcontracted party will be thoroughly evaluated to determine their acceptability and if the associated risk is deemed excessively high or the role is deemed as inappropriate, the Tender Submission may be disqualified.

## 8. PROCUREMENT STRATEGY

Note: Different contracts may be recommended/concluded for each service component:

- 8.1 **Component (1):** The University wishes to appoint a service provider who will be responsible for promoting a commitment to environmental stewardship by providing alternative disposal solutions. The University aims to achieve Zero-Waste to Landfill in line with its sustainability strategy by 2030. The procurement strategy for this tender is to appoint one service provider only.
- 8.2 **Component (2):** The procurement strategy is to appoint one service provider for leasing brand-new waste management equipment, machinery, and vehicles on a monthly and ad hoc basis ("Leasing").
- 8.3 **Component (3):** The procurement strategy is to appoint a panel of three (3) service providers to supply and deliver waste management consumables for a period of three (3) years. These consumables and waste bins required are wheelie bins, stickers for the bins, recycling bins, coffee cup recycler bins, compost bins, round stainless-steel bins, bin liners, and printed cardboard bins.

**A. HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 1**

The Services Department within the University requires a waste management service comprising of waste handling, collection, removal, classification, diversion, treatment, recovery, transportation, and disposal at an approved general waste landfill or recycling centre (“Services”).

**1. THE UNIVERSITY’S OBJECTIVES**

**To Define Objectives, The Following Needs to Be Determined:**

- 1.1.1. Handling, collecting, removing, transporting, recycling, and disposing of general waste.
- 1.1.2. Reducing waste transported to a landfill by providing alternative solutions for waste diversion.
- 1.1.3. Reducing the University’s carbon footprint through recycling.
- 1.1.4. Ensuring that the University’s waste is disposed of in accordance with the requirements of the National Environment Management Act. 107 of 1998 all and any other applicable legislation.
- 1.1.5. Ensuring that high-value rebates are payable to the University.

**2. SCOPE OF WORK**

- 2.1. The service provider will be expected to provide a comprehensive Waste management service including but not limited to handling, collection, removal, classification, diversion, treatment, recovery, transportation, and disposal of Waste from the University’s Material Resources Facility (“MRF”) and other designated pickup points within the University. (See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown)
- 2.2. The Services consist of the following service categories and deliverables:

Service Category		Deliverable
i.	Leasing of bins and compactor	<ul style="list-style-type: none"> <li>- 6m3 skip bins.</li> <li>- 11m3 skip bins.</li> <li>- 28m3 RORO Waste bin.</li> <li>- Static compactor including 15m3 lift-on compaction bin.</li> <li>- 240L Wet Waste wheelie bins.</li> </ul> <p>(See <b>Annexure C1</b> Pricing Schedule for specifications and quantities)</p>
ii.	Services	<ul style="list-style-type: none"> <li>- The category of Services required is the handling, collection, removal, classification, diversion, treatment, recovery, transportation, and disposal.</li> <li>- Waste types include Wet Waste, Garden Waste, Compactable and Non-Compactable waste.</li> <li>- Disposal methods are recycling, composting and disposal to landfill.</li> </ul> <p>(See <b>Annexure C1</b> Pricing Schedule for specifications and quantities)</p>

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Service Category		Deliverable
iii.	Training	<ul style="list-style-type: none"> <li>- Train University employees on how to use the machinery, equipment, and the service provider's electronic reporting systems.</li> <li>- Waste management legislation.</li> <li>- Awareness and campaigns on Zero-waste to landfill practice.</li> <li>- Occupational Health and Safety training and compliance related to the leased machinery and equipment for the service.</li> </ul>

**2.2.1. Services**

- 2.2.1.1. The service provider must:
- 2.2.1.2. Ensure that an experienced and qualified contract/operations manager manages the services and supplies monthly statistical reports.
- 2.2.1.3. Utilize a South African Waste Information System created by the Department of Forestry, Fisheries, and the Environment to collect regular data on the amount of waste that is produced, recycled, and disposed of, track trends of different streams, measure targets for reducing waste to landfills, and provide monthly and annual reports.
- 2.2.1.4. Provide maintenance schedule(s) for the equipment and machinery for the duration of the contract.
- 2.2.1.5. Service the static compactor machinery as per Original Equipment Manufacturer (OEM) maintenance schedule.
- 2.2.1.6. Replace skip bins that are cleaned and sanitized following waste disposal.
- 2.2.1.7. Treatment of food waste into compost.
- 2.2.1.8. Replace clean and sanitised Wet Waste wheelie bins at each collection.
- 2.2.1.9. Ensure that when collecting waste, trucks must not have any spillages of waste while driving within the University precincts to the landfill site or, Recycling, and Recovery centre. This will be achieved and maintained daily by monitoring and cleaning up spillages during the collection and transportation of waste.
- 2.2.1.10. Maintain adequate stock of clean wheelie bins to replace used Wet Waste bins at the food premises, including dining halls and food retail outlets.
- 2.2.1.11. Conduct a once-off initial waste audit within the first three (3) months and provide recommendations on solutions to increase recycling output and additional infrastructure required for the University to meet its sustainability target.
- 2.2.1.12. The service cost for waste management must include handling, collection, removal, classification, reporting, treatment, recovery, transportation, and disposal to an approved landfill site, Recycling, and Recovery centre.
- 2.2.1.13. The service provider must submit a written emergency response plan to the University that addresses spills, pollution, floods, fires, natural disasters, and other emergencies as may be necessary.
- 2.2.1.14. A written contingency plan demonstrating the service provider's ability to maintain service continuity during labour unrest, civil unrest, and staff turnover or attrition must be provided to the University as may be necessary.

**2.3. Collections**

2.3.1. The service provider must:

- 2.3.1.1. Manage the loading of waste onto designated containers before transportation. (See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.3.1.2. Collect all waste streams daily (Monday to Sunday) irrespective of weather and conditions at the designated waste collection areas. See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.3.1.3. Collect compactible waste and recyclables from the MRF and other designated collection points as per agreed collection schedule and when needed. (See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.3.1.4. Collect Garden Waste from the compost yard and other designated collection points as and when needed and upon request. (See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.3.1.5. Collect Non-Compactable waste from the MRF and other designated collection points upon request. (See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.3.1.6. Collect Wet Waste from the food premises and food waste storage areas and transported to the treatment site as per agreed schedule and when requested.

**2.4. Collection times**

- 2.4.1. Collect from the MRF in the morning between 07:00 am – 09:00 am. Failure to collect will affect vendor performance ratings.
- 2.4.2. Collect from the dining halls and food outlets food waste storage areas in the morning between 07:00 am – 09:00 am. Failure to collect will affect vendor performance ratings. See attached maps **Annexure B1** Braamfontein and **Annexure B2** Parktown).

**2.5. Transportation, Recycling, and Disposal**

2.5.1. The service provider must:

- 2.5.1.1. Transport collected waste from the MRF and other designated collection points to approved Recycling, and Recovery centre and landfill sites. (See **Annexure B1** Braamfontein and **Annexure B2** Parktown).
- 2.5.1.2. Ensure that the vehicles are roadworthy and have valid permits and certificates to transport Waste through the duration of the contract.
- 2.5.1.3. Ensure that vehicles used are fitted with the necessary Emergency Response Equipment;
- 2.5.1.4. In the event of breakdowns, ensure that alternative vehicles and equipment related to the service are provided within 4 hours. Failure to supply alternatives will result in penalties. See section 6 (Service Level Penalties).
- 2.5.1.5. Ensure that the refuelling and maintenance of vehicles do not result in service interruptions. Delays will result in penalties. See section 6 (Service Level Penalties).
- 2.5.1.6. At its own cost to obtain the University access cards for its employees and parking permits for vehicles.
- 2.5.1.7. Weighing of recyclables and issuing of recyclables collection certificate to the University representative before the collection truck used to collect recyclables, leaves the University precincts; and
- 2.5.1.8. Ensure that safe disposal certificates are issued to the University representative after each disposal at a landfill site.

**2.6. Recyclables**

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2.6.1. The service provider must provide recycling rebates at the rates determined by both the service provider and the University and reduced to writing and signed by both parties.






#### 2.7. **New waste streams**

2.7.1. The service provider is required to provide sound advice on identifying new recyclable waste streams and recovery aimed at diverting waste to landfill.

2.7.2. The University retains the right to identify advantageous opportunities for recycling and recovery throughout the duration of the contract and shall retain its rights to divert the identified waste streams, thereby excluding it from the provision of these Services.

#### 2.8. **Designated Areas**

2.8.1. Maps (See **Annexure B1** Braamfontein and **Annexure B2** Parktown).

	Wet waste collection point	Collection area for organic food Waste generated from food preparation activities and food leftovers.
	Refuse area	Area for the location of solid waste containers
	Recycling stations	Facility for the storage of separated solid wastes before transportation recovery centres.
	MRF	Material Recovery Facility where waste is stored, sorted and collected, for disposal to landfill or Recycling & Recovery centres
	Non- compactable skip location	Area for the location of a container for non-compactable such as construction rubble, furniture, glass etc.

#### 2.9. **Cost-Saving Strategies**

2.9.1. The service provider will need to identify procedures, methods, techniques, and systems that will increase efficiency and cost-saving measures. This will be presented at the University's quarterly innovation session reviews.

#### 2.10. **GENERAL CONDITIONS AND REQUIREMENTS**

##### 2.10.1 **Legislative Requirements**

2.10.1.1 The service provider is required to comply with the following international, national, regional legislation, and local municipal by-laws including but not limited to:

Service Category		Legislation	Requirements
i.	Services	National Environmental Management: Waste Act 59 of 2008	Law regulating waste management in order to protect health and the environment by providing reasonable measures for the prevention of pollution and ecological degradation and for securing ecologically sustainable development.



Service Category		Legislation	Requirements
			Guidelines for waste management, transportation, disposal, classification, records, licensing and permits.
ii.		National Environmental Management Act 107 of 1998	Legal “duty of care” on all people and ‘polluter-pays-principles’, the service provider will be required to comply with all requirements.
iii.		Occupational Health and Safety Act 85 of 1993	Imposes a duty on companies and directors to ensure as far as reasonably practicable that persons other than just those in their employ who may be directly affected by their activities are not exposed to health and safety hazards. Safety shall strictly be adhered to at all times.

2.10.2 **Compliance with University Rules**

The service provider must comply with university rules including but not limited to the Occupational, Health, Safety, and Environment Management System.

2.10.3 **Uniforms and Personal Protective Equipment**

2.10.3.1 The service provider must ensure that its employees that are assigned to provide the Services in terms of this contract adhere to the provisions in the Occupational Health and Safety Act 85 of 1993. Non-compliance with this Act will result in the University removing the non-compliant workers from the University’s Precincts.

2.10.3.2 The service provider must ensure that all of its employees are easily identifiable with their company logo on their uniform including the wearing of a name tag when providing the Services.

2.10.4 **Supervision of Services**

2.10.4.1 For the duration of the contract, the service provider must ensure that it assigns a qualified and experienced site manager to facilitate and coordinate the Services.

2.10.4.2 For the duration of the contract, the service provider will not replace the operations manager with a person who is not suitably qualified and experienced.

2.10.5 **Waste Reports**

2.10.5.1 The service provider must provide a monthly statistical report of the volume of waste transported and disposed to landfill.

2.10.5.2 The monthly report must include:

2.10.5.2.1 Waste volumes

2.10.5.2.2 Waste categories

2.10.5.2.3 Recyclable volumes

2.10.5.2.4 Landfill site(s) used and registers.

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- 2.10.5.2.5 Details of Recycling and Recovery centres.
- 2.10.5.2.6 Non- compliance issues
- 2.10.5.2.7 Site access control – Record of persons entering the work area.
- 2.10.5.2.8 Operational matters (spills, staffing, water conservation, electricity usage, calibration of equipment, maintenance of assets, incidents, audits, collection frequencies).
- 2.10.6 **Occupational Health Safety**
- 2.10.6.1 The service provider must ensure that all work performed, and all vehicles, machinery, and equipment brought onto or used on-site comply with the Occupational Health and Safety No 85 of 1993 and its Regulations and the Compensation for Occupational Injuries and Diseases Act No 130 of 1993.
- 2.10.6.2 The service provider must at all times during the term of the contract submit to the University and keep an up-to-date safety file related to the Services.
- 2.10.7 **First Aid**
- 2.10.7.1 The service provider will be responsible for the provision and replenishment of first aid boxes, within the vehicles used for the service, which shall be under the control of a trained first aid provider.
- 2.10.7.2 In cases of emergency, the service provider shall be responsible to attend to their staff emergencies as per the 37.2 OHS agreement that will be signed between both the University and the Service provider after the contractor has been signed.
- 2.10.8 **Security**
- 2.10.8.1 The service provider's employees will be required to conform to the security and emergency policies, procedures, and regulations applicable to the University.
- 2.10.9 **Contract Management**
- 2.10.9.1 This section outlines how the contract will be managed operationally, the protocols to be followed and how vendor performance will be managed.
- 2.10.9.2 To facilitate and manage the delivery of the services, the parties will form a joint committee established by the parties ("Contract Operations Committee") to oversee and manage the operational aspects of the awarded contract.
- 2.10.9.3 The Contract Operations Committee will comprise at least two (2) representatives from each party, and it may invite other parties to participate in meetings, as it deems appropriate.
- 2.10.9.4 The University will chair monthly meetings of the Contract Operations Committee and will provide a secretariat for the meetings. The secretariat will distribute the appropriate agenda for the meeting at least forty-eight (48) hours prior to the proposed meeting and will keep full minutes of each and every meeting and distribute same to the individual members of the Contract Operations Committee within one (1) week after every such meeting.
- 2.10.9.5 The Contract Operations Committee will meet monthly in order to assess and manage the operational progress of the delivery of the services and implement appropriate plans and mechanisms to ensure the timeous delivery of the services.
- 2.10.9.6 Quarterly reviews will be held by the Contract Operations Committee to assess the successful service provider's performance.



- 2.10.9.7 Vendor performance will be carried out twice per year to assess the service providers' performance in line with the key performance indicators.
- 2.10.9.8 The Contract Operations Committee will use its best endeavours to reach its decisions by consensus. If consensus cannot be reached, the matters will be referred to the duly representatives of the parties for resolution.

### **3. PRICING REQUIREMENTS FOR THE COMPONENT 1**

- 3.1 Quantities are not guaranteed. Volumes are estimates thus could be higher or lower.
- 3.2 Annual escalation calculations are estimates for information purposes only. Annual increases are not guaranteed, as they need to be negotiated and agreed in terms of the contract.
- 3.3 All pricing must be recorded inclusive of VAT, where applicable.
- 3.4 Prices must be all-inclusive, including transport and/ or delivery costs and other related costs.
- 3.5 Where frequency is recorded as ad-hoc, the monthly equivalent price must be supplied. The cost will be pro-rata for the equivalent number of days.

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**B. HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 2**

**1. SCOPE OF WORK**

1.1. The University of the Witwatersrand, Johannesburg (the “University”) is a leading higher education institution on the African continent committed to research and academic excellence, social justice, and the advancement of the public good. The Services department within the University requires a successful service provider for leasing brand-new waste management equipment, machinery, and vehicles on a monthly and ad hoc basis (“Leasing”) (See **Annexure C2** Pricing Schedule for specifications and quantities)

1.2. The objectives for this service category are to:

1.2.1. Lease waste machinery, and equipment, capable of delivering the Services by the University employees.

1.2.2. Lease waste vehicles that are roadworthy and have valid waste transporter permits and certificates from the municipality and the Department of Forestry, Fisheries, and the Environment (DFFE).

1.2.3. The service provider must provide machinery, equipment, and vehicles as described below:

Service Category		Deliverable
	Monthly Leasing of Vehicles	<p>2 x 4-ton truck fitted with side loading dual-bin lifter and tipping bin for the loading and transportation of waste by University employees.</p> <p>1 x 2-ton truck that has a bin that is a tipper for the collection and transportation of recyclables by University employees</p>
	ADHOC Leasing of Machinery & equipment	<p>1 x Bobcat and driver to move waste material within the compost yard.</p> <p>1 x Forklift and driver lifting and moving material within the University precinct.</p> <p>1 x Tractor Loader Back Actor (TLB) for digging and moving rubble as required.</p> <p>1 x Compost turner to turn organic matter for the fermenting process at the compost yard.</p> <p>1 x Woodchipper to use high-speed rotary blades to reduce materials to chips for the conversion process.</p> <p>1 x branch loader to transfer branches from the ground to the woodchipper.</p>

Service Category		Deliverable
	Monthly Leasing of Machinery & equipment	1 x L-shaped conveyor for the sorting process: 1 x 12m incline conveyor belt 2x horizontal in-line conveyor belts 9m and 6m. 1 x Baler for the compaction of waste to minimize its size. 1 x Industrial shredder for destruction of confidential information to reduce volume prior to transport. 1 x Industrial sieve to sort chipped organic material.
	Free Scheduled Training	Use of machinery, equipment, and vehicles. Waste management legislation.

#### 1.2.4. Leasing of Vehicles

The service provider will provide:

**1.2.4.1 Maintenance & Repairs** for the duration of the contract must be included in the cost of the leasing of the vehicles:

1.2.4.1.1 have vehicles fitted with a tracker accessible for live location updates and issue tracker reports when requested by the University representative.

1.2.4.1.2 have vehicles fitted with emergency equipment in compliance with Occupational Health and Safety.

1.2.4.1.3 have a written emergency response plan submitted to the University that addresses spills, pollution, floods, fires, natural disasters, and other emergencies.

1.2.4.1.4 cost of leasing must include the refuelling of vehicles.

1.2.4.1.5 OEM Specifications: Maintenance & Repairs must be according to the OEM manufacturer specifications.

1.2.4.1.6 Replacement Parts and Spares: In the event of breakdowns the service provider must have the ability to repair and replace parts within 4hrs after the breakdown is reported to the University operations manager.

1.2.4.1.7 Warranty: The service provider must ensure that all warranties are incorporated into the leasing cost.

1.2.4.1.8

1.2.4.1.9 Leasing of Machinery and Equipment

1.2.4.1.10 The service provider will provide:

1.2.4.1.11 Maintenance & Repairs for the duration of the contract must be included in the cost of the leasing of the machinery and equipment.

1.2.4.1.12 lease waste vehicles that have relevant insurance, are serviced, and maintained quarterly to ensure operational continuity.

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- 1.2.4.1.13 replace machinery and equipment, provided when there are breakdowns to ensure operational continuity.
- 1.2.4.1.14 have machinery and equipment cleaned weekly over the weekend or after hours to prevent service interruption. The service provider must use their consumables and manpower to undertake this cleaning.
- 1.2.4.1.15 cost of leasing must include lubricating and greasing of the conveyor belt.
- 1.2.4.1.16 OEM Specifications: Maintenance & Repairs must be according to the OEM manufacturer specifications.
- 1.2.4.1.17 Replacement Parts and Spares: In the event of breakdowns the service provider must have the ability to repair and replace parts within 4hrs after the breakdown is reported to the operations manager.
- 1.2.4.1.18 Delivery and Installation: 8 (eight) weeks upon the signing of the agreement.
- 1.2.4.1.19 Delivery and Installation: the service provider must ensure that the leasing cost is inclusive of installation and all civil works.
- 1.2.4.1.20 Warranty: The service provider must ensure that all warranties are incorporated into the leasing cost.
- 1.2.4.1.21 Cost-Saving Strategies
- 1.2.4.1.22 The service provider will need to identify procedures, methods, techniques, and systems that will increase efficiency and cost-saving measures. This will be presented to the University at quarterly innovation session reviews.
- 1.2.4.1.23 Contingency and Emergency response plan
- 1.2.4.1.24 The service provider must have a written contingency plan demonstrating the service provider's ability to maintain service continuity during labour unrest, civil unrest, and staff turnover or attrition must be provided to the University.

#### 1.2.5. GENERAL CONDITIONS AND REQUIREMENTS

##### 1.2.5.1 Legislative Requirements

1.2.5.1.1 The service provider is required to comply with the following legislation, including but not limited to:

Service Category		Legislation	Requirements
	Leasing of Vehicles	National Waste Information Stems, 2012	Requirements for transporter certificates.
		National Road Traffic Act	Licensing and permits of vehicles.
	Leasing of Machinery & equipment	Occupational health and safety Act 85 of 1993: Driven machinery guidelines 2015	The aim is to ensure that all driven machinery is safe for use.

##### 1.2.6 Compliance with University Rules

1.2.6.1 Occupational, Health, Safety, and Environment Management guideline document

##### 1.2.7 Reports to be submitted:

1.2.7.1 Monthly trip/travel reports showing mileage covered for the month and locations the vehicle stopped.

1.2.7.2 Monthly reports and inspection booklets.

**1.2.8 Occupational Health Safety**

1.2.8.1 The Service provider will ensure that all machinery, equipment, and vehicles, bought onto or used on the University premises complies with the Occupational Health and Safety No 85 of 1993 and the National Road Traffic Act no 93 of 1996.

**1.2.9 First Aid**

1.2.9.1 The service provider will be responsible for the provision and replenishment of first aid boxes in the vehicles.

**1.2.10 Security**

1.2.10.1 The Service Provider's staff shall be required to conform to the security and emergency policies, procedures, and regulations applicable to the University.

**1.2.11 Contract Management**

1.2.11.1 This section outlines how the contract will be managed operationally, the protocols to be followed and how vendor performance will be managed.

1.2.11.2 To facilitate and manage the delivery of the services, the parties will form a joint committee established by the parties ("Contract Operations Committee") to oversee and manage the operational aspects of the awarded contract.

1.2.11.3 The Contract Operations Committee will comprise at least two (2) representatives from each party, and it may invite other parties to participate in meetings, as it deems appropriate.

1.2.11.4 The University will chair monthly meetings of the Contract Operations Committee and will provide a secretariat for the meetings. The Secretariat will distribute the appropriate agenda for the meeting at least forty-eight (48) hours prior to the proposed meeting and will keep full minutes of each and every meeting and distribute same to the individual members of the Contract Operations Committee within one (1) week after every such meeting.

1.2.11.5 The Contract Operations Committee will meet monthly in order to assess and manage the operational progress of the delivery of the services and implement appropriate plans and mechanisms to ensure the timeous delivery of the services.

1.2.11.6 Quarterly reviews will be held by the Contract Operations Committee in order to assess the successful service provider's performance.

1.2.11.7 Vendor performance will be carried out twice per year to assess the service providers' performance in line with the key performance indicators.

1.2.11.8 The Contract Operations Committee will use its best endeavours to reach its decisions by consensus. If consensus cannot be reached, the matters will be referred to the duly representatives of the parties for resolution.

**C. HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 3**

**2 SCOPE OF WORK**

2.1 The University of the Witwatersrand, Johannesburg (the “University”) is a leading higher education institution on the African continent committed to research and academic excellence, social justice, and the advancement of the public good. The Services department within the University requires a panel of three (3) service providers to supply and deliver waste management consumables for a period of three (3) years. These consumables and waste bins required are wheelie bins, stickers for the bins, recycling bins, coffee cup recycler bin compost bins, round stainless-steel bins, bin liners, sorting tables and printed cardboard bins (See **Annexure C3** Pricing Schedule for specifications and quantities).

2.2 The service provider must provide the Services as described below: :

Service Category		Deliverable
iv.	Consumables	Stickers for the bins, and bin liners, & printed cardboard bins (See <b>Annexure C3</b> Pricing Schedule for specifications and quantities)
v.	Waste bins and sorting table	Wheelie bins, recycling bins, coffee cup recycler bins, compost bins, and round stainless-steel bins, and sorting tables (See <b>Annexure C3</b> Pricing Schedule for specifications and quantities)

SUMMARY DOCUMENT ONLY - REFER TO PURCHASE WEBSITE



## **2.2.1 Consumables**

2.2.1.1 The service provider shall:

- 2.2.1.1.1 Deliver consumables and waste bins during approved delivery dates and hours.
- 2.2.1.1.2 Consider the environment as far as possible and provide Biodegradable solutions for the products requested and environmentally sustainable packaging.
- 2.2.1.1.3 Provide samples of the proposed consumables and waste bins upon request from the University. The approved sample will form part of the quantities to be delivered.
- 2.2.1.1.4 Supply all wheelie bins, bin stickers, recycling bins, coffee cup recycling bins, compost bins, round stainless-steel bins, and bin liners according to the specifications outlined in **Annexure C3** Price Schedule.
- 2.2.1.1.5 Ensure that the sample provided is accepted by the University before delivering the consumables and waste bins.
- 2.2.1.1.6 Ensure that round stainless-steel bins are installed as per the requirement of the University in the proposed designated areas.
- 2.2.1.1.7 Provide documentation to the University to show that the products supplied are SABS approved. Failure to comply may result in goods being rejected.
- 2.2.1.1.8 Replace damaged goods within 48 hours. Arrangements are to be done with the University representative in writing should they fail to replace within the stipulated time.
- 2.2.1.1.9 Delivery and Installation: ensure sorting tables are assembled onsite after delivery.

## **2.3 Inventory:**

- 2.3.1 If a proposed consumables and waste bin becomes unavailable, the successful service provider must notify the University representative in writing.
- 2.3.2 The University will place monthly orders and will expect full delivery within 5 (five) Business Days of placing the order.
- 2.3.3 Ad hoc orders and lesser quantities are expected to be delivered within 48 (forty-eight) hours of ordering.

## **2.4 Designated Areas**

- 2.4.1 Delivery area – consumables are to be delivered at Services bulk stores, Facilities & services building, West Campus (See **Annexure B3** Delivery area Services and Facilities Building)

**2.5 Cost-Saving Strategies**

2.5.1 The service provider will need to identify procedures, methods, techniques, and systems that will increase efficiency and cost-saving measures. This will be presented to the University through quarterly innovation session reviews.

**3 GENERAL CONDITIONS AND REQUIREMENTS**

**3.1 Legislative Requirements**

3.1.1 The service provider is required to comply with the following legislation, including but not limited to:

Service Category		Legislation	Requirements
iv.	Consumables and waste bins	National Environmental Management: Waste Act 59 of 2008	All waste bins shall comply with the specifications as outlined in the legislation.

**3.2 Standards**

3.2.1 The service provider is required to comply with the following standards, including but not limited to:

Service Category		Standards
i.	Consumables – bin liners	South African National standard 1264:201. The Standard prescribes that garbage bags and bin liners are made of a min of 10% post-consumer recyclable.

3.2.2 The service provider must provide South African Bureau Standards-approved waste bins, recycling bins, and liners.

**3.3 Compliance with University Rules**

3.3.1 Wits University Occupational Health and Safety Management system document.

**3.4 Ordering & Reporting**

3.4.1 The service provider must have a user-friendly ordering procedure.

3.4.2 The I service provider must provide a catalogue containing all contract items, with product descriptions, detailed icons/pictures, and their recommended usage.

**3.5 Security**

3.5.1 The Service Provider’s staff shall be required to conform to the security and emergency policies, procedures, and regulations applicable to the University.

**3.6 Contract Management**

3.6.1 This section outlines how the contract will be managed operationally, the protocols to be followed, and how vendor performance will be managed.

3.6.1.1 To facilitate and manage the delivery of the services, the parties will form a joint committee established by the parties (“Contract Operations Committee”) to oversee and manage the operational aspects of the awarded contract.

3.6.1.2 The Contract Operations Committee will comprise at least 2 (two) representatives from each party, and it may invite other parties to participate in meetings, as it deems appropriate.

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- 3.6.1.3 The University will chair a meeting of the Contract Operations Committee and will provide a secretariat for the meetings. The Secretariat will distribute the appropriate agenda for the meeting at least 48 (forty-eight) hours prior to the proposed meeting and will keep full minutes of each meeting and distribute same to the individual members of the Contract Operations Committee within 1 (one) week after every such meeting.
- 3.6.1.4 The Contract Operations Committee will meet monthly in order to assess and manage the operational progress of the delivery of the services and implement appropriate plans and mechanisms to ensure the timeous delivery of the services.
- 3.6.1.5 Quarterly reviews will be held by the Contract Operations Committee in order to assess the successful service provider's performance.
- 3.6.1.6 Vendor performance will be carried out twice per year to assess the service provider's performance in line with the key performance indicators.
- 3.6.1.7 The Contract Operations Committee will use its best endeavours to reach its decisions by consensus. If consensus cannot be reached, the matters will be referred to the duly representatives of the parties for resolution.

**3.7 Pre-qualification Criteria**

Tenderers who have suitable experience and demonstrated capacity in the required work activities for bus services and transportation environment may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

<b>Procurement Eligibility/Mandatory Criteria</b>	
It is compulsory that the Tenderer:	
1.	Submit a signed submission by an authorised employee of the company.
2.	Submit South African registration documents if a registered company. Only South African entities are eligible to participate (including but not limited to CIPC registration and directors, VAT registration, Memorandum of Association, Certificate of Incorporation).
3.	Provide a valid, current tax clearance certificate, and tax pin for tenders issued by the South African Revenue Services.
4.	Submit company annual financial statements for the immediately preceding 3(three) years financials in line with the Companies Act, or 2 (two) financial years for EMEs, prepared in accordance with International Financial Reporting Standards (IFRS) (Company Financial Results). Provide your Public Interest Score for unaudited financial statements.
5.	Provide Vat registration details. Provide rationale if your entity is not Vat registered. This rationale will be considered for acceptability.
6.	For Component 1 and 2: Provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993 (COIDA). The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.
7.	Submit all required schedules, documents and annexures indicated in this document.
<b>Technical Eligibility/Mandatory Criteria for Component (1)</b>	
It is compulsory that the Tenderer must:	
8.	Provide evidence demonstrating a minimum of three (3) years' experience with providing services as described in the scope of work for Component 1. Provide your company profile and evidence of a track record supporting

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	this requirement including information related to clients the service was provided for, description of the scope of the services and the contract duration. The University may request a client reference to support the minimum 3-year track record. Your track record will be assessed for acceptability and appropriateness.
9.	Provide three (3) contactable reference letters on a company letter head as proven track record where tenderer's have provided general waste collection, removal, treatment, and disposal for a track record of at least three years similar to as described in Component 1: Scope of work. Reference dates must be for services provided within the last five years. References will be assessed for relevancy and acceptability. At least one of the references must be deemed as acceptable.
10	Provide a valid waste transporter certificate issued by the Department Forestry, Fisheries and the Environment.
11	Provide a valid waste transportation permit issued by the municipality.
12	Provide a valid agreement with the registered landfill site and valid waste management licence issued in terms of section 49(1) (A) of the National Environmental Management: Waste Act, 2008.
<b>Technical Eligibility/Mandatory Criteria for Component (2)</b>	
It is compulsory that the Tenderer must:	
13	Provide evidence demonstrating a minimum of three (3) years' experience with providing services as described in the scope of work for Component 2 (for supply / lease of machineries, equipment and vehicles as detailed in the scope of work). Provide your company profile and evidence of a track record supporting this requirement including information related to clients the service was provided for, description of the scope of the services and the contract duration. The University may request a client reference to support the minimum 3-year track record. Your track record will be assessed for acceptability and appropriateness.
14	Provide three (3) contactable reference letters on a company letter head as proven track record where tenderer's has provided for supply / lease of machineries, equipment and vehicles as detailed in the scope of work, for a track record of at least three years. Reference dates must be for services provided within the last five years. References will be assessed for relevancy and acceptability. At least one of the references must be deemed as acceptable.
<b>Technical Eligibility/Mandatory Criteria for Components (3)</b>	
It is compulsory that the Tenderer must:	
15	Provide evidence demonstrating a minimum of three (3) years' experience for larger entities and two (2) years' experience for EMEs, with providing consumables and waste bins as described in the scope of work for Component 3. Provide your company profile and evidence of a track record supporting this requirement including information related to clients the service was provided for, description of the scope of the services and the contract duration. The University may request a client reference to support the minimum track record. Your track record will be assessed for acceptability and appropriateness.
16	Provide three (3) contactable reference letters on a company letter head as proven track record where tenderer's has provided consumables similar to what is detailed in the scope of work for Component 3. At least one of the references must be related to the provision of recycling bins. Reference dates must be for services provided within the last five years. References will be assessed for relevancy and acceptability. At least one of the references must be deemed as acceptable.