

**Important Tender Notice**  
Tender No.:2025:17 – Ofmd - Waste Leasing Of Vehicles And Equipment, And  
Hazardous And General Waste Services

Dear Tenderer,

**SUMMARY DOCUMENT**

1. Kindly note this is a summary document for WITS Tender Reference No: 2025:17 – OFMD - Waste Leasing of vehicles and equipment, and Hazardous and General waste services.
2. **NON-COMPULSORY ONLINE BRIEFING SESSION:** An online information session will be facilitated via Microsoft Teams on Wednesday, 23<sup>rd</sup> July 2025 from 11h00 to 12h30 pm.
3. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
4. 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.
5. 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 tenderbox. Do it as soon as possible to check all the requirements.
<b>Submit your bid</b>
14. Log in to <a href="https://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 tenderbox as often as you like before the submission deadline.
<b>Help with online submissions</b>

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18. You can watch a detailed video how to upload your bid at <youtu.be/Fwlz0bjKxbl>
19. View the Online submission guide at <purcosa.co.za/online-tender-submissions-guide>
- Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office**
- Davy Ivins – 084 207 8148** [davy@assocworks.co.za](mailto:davy@assocworks.co.za)
- Bongani Machobane – 011 545 0548** [bongani.machobane@purcosa.co.za](mailto:bongani.machobane@purcosa.co.za)
- Rosina Moota – 011 545 0948 –** [Rosina.moota@purcosa.co.za](mailto:Rosina.moota@purcosa.co.za)
- Contact Person at WITS**
- Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin** [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

## A. HIGH-LEVEL SCOPE OF WORK

### 1. SCOPE OF WORK

The requirements for each waste component are detailed in the Scope of Works document, Annexure A1 and A2.

The management of waste in the University of the Witwatersrand falls within the mandate of the Operations and Facilities Management Department (OFMD) under the portfolio of the Deputy Vice Chancellor- Systems and Operations. This mandate is derived from Section 24 (Environment) of the Constitution of the Republic of South Africa (Act 108 of 1996) The OFMD is responsible for providing a waste management service to the University community and visitors and compliance to National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), which includes regulations for classification, handling, and disposal, emphasizing waste avoidance and reduction.

#### 1.1. Cost Savings

- 1.1.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

#### 1.2. Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the Waste Leasing of vehicles and equipment, and Hazardous and General waste services 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:

Procurement Eligibility/Mandatory Criteria (All Components)	
It is compulsory that the Tenderer must have:	
1.	Provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative.
2.	Provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members. Only South African registered entities are allowed to bid.
3.	Provide proof of current and valid SARS Tax Pin.
4.	Provide Vat registration details. Provide rationale if not Vat registered. This will be considered for acceptability.
5.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied:

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	<ul style="list-style-type: none"> <li>• Non-EMEs must submit annual financial statements for the last three (3) financial years.</li> <li>• EME tenderers must submit annual financial statements for the last three (3) financial years.</li> </ul>
6.	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. 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 mandatory schedules, documents and annexures indicated in the tender documents for the Eligibility / Mandatory Criteria including the Pricing Schedule

#### Technical/Functionality Eligibility/Mandatory Criteria - Component 1

It is compulsory that the Tenderer must have:

8.	Provide a track record for at least three (3) years experience in hazardous waste has been conducted. (written reference letters)
9.	Provide a minimum of two (2) references where similar implementation of the proposed solution has been conducted. (References within the last five (5) years).
10.	Provide Valid Hazardous waste disposal permits for Gauteng.
11.	Provide valid permits for Waste Disposal Sites. Treatment sites and Agreements with licenced Waste Disposal Sites must be provided. (Tenderers that subcontract this service must attach valid agreements with subcontractors). Treatment site and permit must be in Gauteng or within a radius of 100 km from Wits University Braamfontein / Parktown precincts.
12.	Provide a valid Hazardous waste transporter certificate as per SAWIS/GWIS or agreement with licensed waste transporters registered with SAWIS/GWIS ( Provide valid agreement and certificates).
13.	Provide a valid Waste Management licence issued by Department of Forestry, Fisheries and the Environment.

#### Technical/Functional Eligibility/Mandatory Criteria - Component 2

It is compulsory that the Tenderer must have:

14.	Provide evidence demonstrating a minimum of at least 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 as evidence of a track record supporting this requirement including information related to clients the service was provided for, 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.
15.	Provide at least one (1) contactable reference letter 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.

#### Procurement Non-Mandatory Criteria

16.	Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.
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