

**SOL PLAATJE UNIVERSITY**  
**ANNEXURE A – SCOPE OF WORK**  
**REQUEST FOR PROPOSAL: WASTE MANAGEMENT SERVICES SPU-COO-FSD-2024-03 FOR A PERIOD OF 3**  
**YEARS**  
**SPU REFERENCE: SPU-COO-FSD-2024-03**

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**SCOPE OF WORK WASTE MANAGEMENT SERVICES**

**1. Service Specification**

- 1.1. It must be noted that the University places a high premium on General Waste Management and Recycling. The description and scope of the General Waste Management is to collect and remove from the site all streams of waste daily for all the University Campuses, with the exception of chemical and biological.
- 1.2. To ensure waste bins and surrounding sites and/or refuse areas are cleaned and sanitised daily.
- 1.3. To facilitate off-site recycling of the various waste streams.
- 1.4. Ensure that waste is disposed of in an environmentally friendly manner and comply with relevant legislation for the type of waste.

**2. The Service Provider will:**

- 2.1. Provide fit-for-purpose vehicles for waste removal and transportation.
- 2.2. Their vehicles will be used to collect, transport, and dispose of all categories of General Waste and refuse from the University, as part of its operational activities and their agreement with the University.
- 2.3. Pick-up points are serviced daily at dedicated points on the University campuses and service provider's vehicles will be used for waste collection and disposal operations from such pick-up points. Please note that these statistics are for information purposes only and are not exhaustive.
- 2.4. To remove all sorted recyclables for the purpose of rebates for the SPU as well as provide any information and records regarding such rebates, as well as to dispose of any unsorted recyclables, all of which must be done in accordance with best practice and economical advantage.
- 2.5. Ensuring that relevant permits and licenses are up to date for Waste management operations, comply with statutory requirements, and that proper and comprehensive record keeping is done and provided for when needed by the SPU.
- 2.6. Use nearby disposal areas within the greater Northern Cape to safely dispose of all Waste streams.
- 2.7. Provision and maintenance of vehicles, receptacles, and any containers of Waste.
- 2.8. Use SABS-approved chemicals to sanitize all receptacles prior to delivering them to the SPU's site.
- 2.9. Ensure that proper precautionary measures must be taken to ensure that no General Waste/Debris is strewn while waste is in transit.

- 2.10. Develop a Waste information system to track the trend of the various streams of Waste disposed for the reduction of Waste to landfills. Such information will be properly and regularly reported to the University by no later than the 7th Business Day of each Month.
- 2.11. Comply with to the National Environmental Management: Waste Act 59 of 2008 (NEM:Waste Act) and all applicable legislation pertaining to Waste and any changes thereafter.

**3. The Service Provider will ensure that:**

- 3.1. All vehicles must be suited to the task and kept clean and sanitized.
- 3.2. Any vehicle replacement is done immediately.
- 3.3. All recyclables Waste sorted collected and sorted off-site.
- 3.4. Waste bins must be readily available for the purpose of non-recyclable and/or non-compactable waste.
- 3.5. All schedules are to adhere to the specific agreement with SPU for the purpose of waste transportation and removal from MRF or any site within the SPU's premises and any such request is highly considered and attended to.
- 3.6. All compacted and/or non-recyclable waste is disposed of in an acceptable legal manner.
- 3.7. Office paper recycle boxes and general recycle boxes must be provided and placed on request and work together with university staff to ensure office paper boxes are serviced upon request.
- 3.8. Vehicles are suited for the collection of wet waste to be recycled or disposed of in an acceptable legal manner.
- 3.9. The "cradle to cradle" principle must be followed in disposing of Waste correctly i.e. the service provider is responsible for the correct and safe disposal of Waste right up to the end of the Waste stream.
- 3.10. Proper records and statistical data must be kept up to date for inspection on demand.
- 3.11. The layout and width of some roads on the University Precincts can accommodate the size of vehicles that are needed to perform the Service and must be used accordingly.
- 3.12. Keep statistics, minutes, and other records required by legislation on file and available for inspection by the University's appointed administrator or auditor.
- 3.13. Service Providers must note that all legislated laws will be subject to change during the course of the contract where applicable. Service Providers would be expected to comply with all legislated changes.

#### 4. Site locations

	CAMPUS	REFUSE SITE
1.	South Campus	<p>Tauana residence</p> <p>S003 Staff facilities</p> <p>R004 Community Hall</p> <p>S005 Student residence</p> <p>S006 Student Residence</p> <p>Eco center</p> <p>S019 Sport pavilion Building</p> <p>Combination Astroturf Sport Pavilion</p>
2.	North Campus	Luke Jantjie House
3.	Off-site Campus	Mhudi residence
		Rathaga residence
4.	Central Campus	Moroka residence
		CX01 Cleaning refuse site
		COO2A – Moroka dining hall
		C008 – Teaching Practice
		C002 – C Block Offices
		C007 – NAS Building, C003 – Academic Building, C004 –Library, C005 and C006, C010, Central Sportfields Pavilion, Bishop's road gatehouse, Water Bulk Services, and Sport bleachers

## 5. Work Instructions and Frequency of Services

WORK INSTRUCTION ALL SITES	FREQUENCY ALL SITES
1. Collect and remove all refuse bags from waste bins and leave bins clean.	Twice per day; morning and afternoon
2. If waste bins are dirty, immediately replace bin with clean and sanitized waste bin.	Twice per day; morning and afternoon
3. Dirty waste bins to be removed from site, cleaned, and sanitized, and replaced on collection rotations.	Twice per day; morning and afternoon
4. Refuse sites to be cleaned and sanitized with mobile high-pressure equipment.	At least once per day
5. Used oil from catering operations to be removed from site and disposed of as per legislation.	As required
6. Wet waste to be removed from site and disposed of.	Twice per day; morning and afternoon

## 6. Working Hours

6.1. Service is required 7 days a week, including public holidays. Full staff complement is required for weekdays, and skeleton staff over weekends and public holidays.

## EVALUATION PROCESS

### MANDATORY DOCUMENTS:

I/We have attached to this document:	Tick submitted	if	Office use
<ul style="list-style-type: none"> <li>Proper completion and signing of the terms and conditions as well as the form of offer of the proposal document</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>A valid SARS tax clearance certificate (tender) at the time of closure of the bid. The tax pin will be used to validate tax status of the service provider at the time of closure.</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Proof of company/close corporation, trust/partnership / sole proprietor registration, and a copy of CM/CK certificates</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Tenders to provide Compensation of Occupational Injuries and Diseases Act (COIDA) certificate (Letter of Good Standing).</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Valid Waste License (If subcontracted the bidder must attach subcontractor's valid waste license and bidders agreement with subcontractor)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Certificate of Waste Treatment Facility or Agreement with Waste Treatment Facility or Waste Disposal Permit (If subcontracted the bidder must attach subcontractor's valid certification and bidders agreement with subcontractor)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Valid Waste Transporter Certificate (If subcontracted the bidder must attach the subcontractor's valid license/certificate and bidders agreement with subcontractor)</li> </ul>	Yes	No	

#### ADDITIONAL REQUIREMENTS (NOT MANDATORY)

I/We have attached to this document:	Tick submitted	if	Office use
<ul style="list-style-type: none"> <li>Proper completion, signing and initialling (each page) of the proposal document</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Valid B-BBEE Certificate accredited by SANAS or similar accredited verifying agency; Sworn Affidavit (Bidders will not be disqualified for non-submission but will score zero under the Price &amp; B-BBEE column and recorded as non-compliant under B-BBEE).</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Submit proof on the company letterhead that the person who signed the tender document has the authority to do so and provide a certified copy of the ID document of the authorized signee.</li> </ul>	Yes	No	

## **EVALUATION PROCESS (Continued)**

### **15.2 PHASE 2: FUNCTIONALITY and B-BBEE**

#### **PREFERENCE POINT CRITERIA: Stage 1:**

##### **FUNCTIONALITY**

FUNCTIONALITY CRITERIA FOR WASTE MANAGEMENT SERVICES.

Proposers will be assessed in terms of experience in a similar environment, operational capacity, and quality management standards. Only Service providers scoring **70% (70/100) and more** will be considered for Price and B-BBEE.

<b>FUNCTIONALITY CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>1. Provide three (3) contactable references and proven track record for General Waste &amp; Recycling not older than 3 years.</b>	<b>15 Points</b>
Three (3) Confirmed acceptable reference sites provided = 15 Points	
Two (2) Confirmed acceptable reference sites provided = 10 Points	
One (1) Confirmed acceptable reference site provided = 5 Points	
<b>2. Company Experience in providing General Waste &amp; Recycling (Attach Company Profile and indicate when company started providing this service)</b>	<b>5 Points</b>
One (1) to Two (2) years = 2 Points	
Two (2) to Three (3) years = 3 Points	
Above Three (3) years = 5 Points	
<b>3. Detailed and comprehensive implementation plan</b>	<b>15 Points</b>
Provide project methodology (approach to be used to carry out the scope of work outlined and clearly demonstrating how the deliverables will be achieved = 5 Points	
Indicate the types of vehicles that will be used for this Project = 5 Points	
Provide a detailed plan on managing office waste paper for recycling purposes = 5 Points	
<b>4. Detailed and comprehensive Organogram</b>	<b>5 Points</b>
Tenderer to provide an organogram indicating the structure and showing who will be responsible for which aspect in the Waste Management Project = 5 Points	

<b>5. Proposed Recycling &amp; Sorting Station</b>	<b>10 Points</b>
<p>Tenderer to submit their proposal for an offsite recycling station. This must include their infrastructure, equipment, once -off training and maintenance of the equipment for the duration of the contract. = 5 Points</p> <p>Attach at least one reference site where tenderers recycling station is in operation. = 5 Points</p>	
<b>6. Waste Site Depot Location</b>	<b>10 Points</b>
<p>Location within the Greater Northern Cape (Kimberley) Region</p> <p>Less than 15 kilometres from the University= 10 Points</p> <p>More than 15 kilometres from the University= 5 Points</p>	
<b>7. Risk/Assumptions/Dependencies/Exclusions.</b>	<b>10 Points</b>
<p>Backup and contingencies plan should the tenderer's equipment, vehicle and machinery have a breakdown. Attach procedures that will be taken to ensure continuity of service. = 10 Points</p>	
<b>8. Locality</b>	<b>20 Points</b>
<p>Location of nearest branch/support office. Bidders are required to submit a municipality account and/or lease agreement as proof.</p> <ul style="list-style-type: none"> <li>• Branch/support office is in Frances Baard District = 20 Points</li> <li>• Branch/support office located in the Northern Cape = 10 Points</li> <li>• Branch/support office is located outside the province = 5 Points</li> </ul>	
<b>9. Health and Safety Plan</b>	<b>10 Points</b>
<p>Attach Occupational Health and Safety (OHS) Plan/ Policy = 10 Points</p>	
<b>10. TOTAL POINTS FOR FUNCTIONALITY</b>	<b>100 Points</b>