

SPECIFICATIONS FOR WASTE MANAGEMENT SERVICES AT NORTHLINK COLLEGE FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to appoint a suitable and accredited service provider for Waste Management Services at the properties of Northlink College (The College) for a period of three (3) years at Eight (8) sites in the Western Cape.

LIST OF NORTHLINK COLLEGE SITES AND ADDRESSES

Site	Address
Belhar Campus	Proton Road, Belhar
Bellville Campus	Sackson Street, Bellville-South
Central Office	80 Voortrekker Road, Bellville
Goodwood Campus	Cnr. Dirkie Uys and Merriman Street, Goodwood
Parow Campus	Connaught Road, Parow Valley
Protea Campus	80 Voortrekker Road, Bellville
Tygerberg Campus	Rothschild Boulevard, Panorama
Wingfield Campus	Jakes Gerwel Drive, Goodwood

2. SCOPE OF WORK

2.1 The contractor will manage and remove waste from all the College sites as listed above in a Sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general Environmental Health and Safety legislation.

2.2 Waste collection, classification, sorting (off-site), removal and disposal of waste at an Appropriate landfill/disposal site(s).

2.3 The key objectives are:

- Sort (off-site), store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/disposal sites.
- Ensure the College waste is disposed of in a responsible manner, i.e. at approved landfill/disposal sites.
- Ensure scalability of monetary amounts payable depending on waste generated per month.

2.4 Without limiting the generality of the services to be performed by the Contractor, the Contractor must provide those services which include all steps reasonably necessary and taking into account all relevant circumstances, to provide cost effective, efficient, diligent, skillful and economical management of the Waste collection and disposal operation encompassing all categories of Waste and Refuse and all related ancillary and complementary functions, including collection and disposal of:

- Special and Hazardous Waste from designated sites, and
- Recyclable Waste, according to agreed procedures with best practice and sustainability in mind.
- Garden refuse

3. CHECKING OF SERVICE

- 3.1 The College reserves the right to check the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the specifications.
- 3.2 The College reserves the right to require from the successful bidder that any of his employees be replaced, in the event of justifiable grounds, in which case the employees must leave the site forthwith. The College will not be held responsible for any damages or claims which may arise because of this and is indemnified against any such claims and legal expenses.
- 3.3 The successful bidder will be held liable for any damage or loss suffered by The College, as a result of the service provider's own or his employees' negligence or intent which originated at the site.
- 3.4 The College is indemnified against any liability, compensation or legal expenses in respect of the following cases:
 - Loss of life or injuries which may be sustained by the service provider's personnel during the execution of their duties.
 - Damage to or destruction of any equipment or property of the service provider during the execution of their duties.
- 3.5 The successful bidder shall be notified in writing of the particulars of each claim they are liable for.
- 3.6 The successful bidder must, at their own expense, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from their obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract shall be handed to the Northlink College representative on commencement of the service and reviewed periodically.
- 3.7 The successful bidder is responsible for the training of their personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.

4. PROJECT TIME FRAME

This project is for a period of three (3) years (commencing on the date the SLA is signed).

5. CAPACITY TO DELIVER

The service provider must demonstrate capacity to deliver, both financially, through human capacity and technically. Three (3) reference sites where the same services have been rendered/currently being rendered as well as the specific period over which the service has been rendered, must be provided in the bid. Letters from the sites will serve as evidence for functionality evaluation for the service that has been rendered.

6. SERVICING REQUIRED:

6.1 SITES FOR WASTE COLLECTION:

Belhar Campus — Proton Street, Belhar		
Mixed general Waste	1 x 10m ³ Rora bin 26 x Wheelie bins	Emptied once a week
Recyclables — cardboard, plastic, paper, glass	4 x bulk bags with frames	Collected every 2nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Light Steel	1 x 6m ³ lockable skip	Removed every 2 month

Copper	1 x 240L wheelie bin with lockable lids	Removed once a week
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Grease Traps (x8)	Service and dispose of fat, oil, grease and food waste.	Once per week
Garden Refuse	1 x 6m ³ Skip	Removed on a request

Bellville Campus — Sackson Street, Bellville South		
General Waste	20 x 240L Wheelie bins	Emptied one a week
Recyclables — cardboard, plastic, paper, glass	4 x 240L Wheelie bins, sticker & clear bag	Collected every 2 nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Light Steel	1 x 6m ³ lockable skip	Removed every 2 months
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Empty chemical tins	1 x 210L clip lock drum	Removed every 4 months
Motor Oil	1 x 210L tight head drum	Removed every 4 months
Grease Trap (x1)	Service and dispose of fat, oil, grease and food waste.	Once per week
Garden Refuse	1 x 6m ³ Skip	Removed on request

Central Office — 80 Voortrekker Road, Bellville		
General Waste	8 x 240L Wheelie bins	Emptied twice a week
Recyclables — cardboard, plastic, paper, glass	4 x 240L Wheelie bins, sticker & clear bag	Collected every 2 nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months

Encore Campus, Tygerberg Campus - Rothschild Boulevard, Panorama		
General Waste	6 x 240L Wheelie bins	Emptied twice a week
Recyclables — cardboard, plastic, paper, glass	4 x bulk bags with frames	Collected every 2 nd week
Printer Cartridge	N/A	N/A
Electronic Waste	N/A	N/A
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Garden Refuse	1 x 6m ³ Skip	Removed on request

Goodwood Campus, C/O Dirkie Uys & Merriman Street, Goodwood		
General Waste	15 x 240L Wheelie bins	Emptied once a week
Recyclables — cardboard, plastic, paper, glass	4 x 240L Wheelie bins, sticker & clear bag	Collected every 2 nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Hazardous Waste	8ft fluorescent tube box	Removed on request
Garden Refuse	1 x 6m ³ Skip	Removed on request

Parow Campus — Connaught Road, Parow		
General Waste	23 x 240L Wheelie bins	Emptied once a week
Recyclables — cardboard, plastic, paper, glass	4 x 240L Wheelie bins, sticker & clear bag	Collected every 2 nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
General Waste	1 x 8m ³ Skip	Removed on Request
Garden Refuse	1 x 6m ³ Skip	Removed on request

Protea Campus — 80 Voortrekker Road, Bellville		
General Waste	18 x 240L Wheelie bins	Emptied twice a week
Recyclables — cardboard, plastic, paper, glass	8 x 240L Wheelie bins, 4 x Bags for white paper and cardboard	Collected one a week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Grease Traps (x7)	Service and dispose of fat, oil, grease and food waste.	Once per week
General Waste	1 x 6m ³ Skip	Removed on Request
Garden Refuse	1 x 6m ³ Skip	Removed on request

Tygerberg Campus — Rothschild Boulevard, Panorama		
General Waste	35 x 240L Wheelie bins	Three times per week
Recyclables — cardboard, plastic, paper, glass	4 x bulk bags with frames	Collected every 2 nd week
Printer Cartridge	240L Wheelie bin	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Grease Traps (x6)	Service and dispose of fat, oil, grease and food waste.	Once per week
Garden Refuse	1 x 6m ³ Skip	Removed on request

Wingfield Campus, Jakes Gerwel Drive, Goodwood		
General Waste	23 x 240L Wheelie bins	Emptied once a week
Recyclables — cardboard, plastic, paper, glass	4 x 240L Wheelie bins, sticker & clear bag	Collected every 2 nd week
Printer Cartridge	25L drum	Removed on request with recyclables
Electronic Waste	N/A	Removed on request with recyclables
Light Steel	1 x 6m ³ lockable skip	Removed every 3 months
Hazardous Waste	8ft fluorescent tube box	Removed every 3 months
Oil water mix	1 x 25L drum	Removed every 3 months
General Waste	1 x 6m ³ Skip	Removed on Request
Garden Refuse	1 x 6m ³ Skip	Removed on request

6.2 Cost Breakdown

	YEAR 1	YEAR 2	YEAR 3
Belhar	R	R	R
Bellville	R	R	R
Central	R	R	R
Encore	R	R	R
Goodwood	R	R	R
Parow	R	R	R
Protea	R	R	R
Tygerberg	R	R	R
Wingfield	R	R	R
TOTAL FIXED COSTS	R	R	R

Prices for year two (2) and three (3) must be inclusive of the escalation where deemed necessary.

7. EVALUATION CRITERIA AND REFERENCES:

7.1 Pre-qualification Stage:

Note: Bidders who do not provide ALL of the below mandatory documents will be disqualified and not evaluated further.

MANDATORY DOCUMENTS	SUBMITTED (must indicate)		REFERENCE/ ANNEXURE PAGE ON PROPOSAL (must indicate)
	YES	NO	
Duly completed signed bid document			
A Valid Tax Compliance Certificate and a pin in terms of SARS. The Tax Clearance Certificate relating to the BID must be valid at the time of submission. Each party to a Consortium / Joint Venture / Sub contractor must provide a separate valid Tax Clearance Certificate.			
CIPC Registration Document for Companies and CCs or a letter from a registered accountant for all other entities confirming entity type.			
Valid letter of good standing (COIDA) issued by Department of Labour or (FEM) issued by the appointed agencies			
Service provider must submit a company profile, giving details of background, a track record of a minimum of five (5) years' experience in waste management services in a large organization.			
The bidders must submit three (3) positive reference letters that match the information provided in Annexure A, table (a), of completed projects of similar nature. Note: In the event where more than three (3) letters are submitted by the bidder, only the first three (3) will be considered and contacted as per the Annexure A, table (a) for due diligence for the recommended bidder.			
Valid proof of the contractor grading designation (CIDB)			

7.2 FUNCTIONALITY EVALUATION:

All qualifying bids from the pre-qualification stage would be evaluated for functionality. The table below contains the weights for each functional requirement component.

FUNCTIONALITY EVALUATION CRITERIA

NB: Bidders are required to indicate in their response where the abovementioned functionality evaluation criteria document can be found/located in their proposal.

	CRITERION	SCORE	REFERENCE PAGE ON PROPOSAL/ ANNEXURE
1.	<p>The bidder must submit proof to demonstrate a minimum experience in the last five (5) years in delivering such services supported by three (3) contactable previous and current clients. Information must be completed as per Annexure A, Table (a) supported by reference letters. (Reference letters without completed Table (a) will not be considered).</p> <ul style="list-style-type: none">➤ Three or more positive references = 40 points➤ Two positive references = 20 points➤ One or no positive references = 0 points <p>Note: points will only be allocated if the references bear or demonstrate relevant experience and if there is no relevant experience = 0 points</p>	40	
2.	<p>The bidder must provide proof of company registration documents as well as accreditation or in-house processes and procedures for SHEQ.</p> <ul style="list-style-type: none">➤ Company Registration = (3 points)➤ ISO 14001 certificate or in-house Environmental Management processes and procedures = (3 points)➤ ISO 18001 or 45001 certificates or in-house safety management processes and procedures = (2 points)➤ ISO 9001 certificate or in-house quality management processes and procedures = (2 points)	10	
3.	<p>The bidder must provide a CV of an experienced Contract Manager in the General Waste Management Services Industry. An indication of number of years' experience in collection of General waste based on CV</p> <ul style="list-style-type: none">➤ 5 years and above experience (company and manager respectively) = (35 points)➤ 4 years and below (company and manager respectively) = (20 points)➤ No experience (company and manager respectively) = (0 points)	35	

4.	The bidder must provide a Methodology and 30 day implementation plan addressing the following: <ul style="list-style-type: none"> ➤ Timeline for implementation = (4 points) ➤ Procurement of resources = (3 points) ➤ Procure and deliver equipment within three weeks upon appointment = (8 points) 	15	
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NB: Bidders are required to indicate in their response where the abovementioned functionality evaluation criteria document can be found in their proposal for ease of evaluation.

The functionality evaluation will be assessed as follows:

Where bidders have not provided the required information or have not fully addressed the functionality evaluation criteria, they will not be allocated any points for the relevant item.

Bidders who score less than 80 points of the 100 points for functionality will be disqualified and will not be evaluated on preferential points system.

7.3 PREFERENTIAL POINTS SYSTEM EVALUATION (80/20)

Bidders who achieved 80 points or more from the Functionality Evaluation stage will be further evaluated on the 80/20 preferential points system using the specific goals on BBEE, whereby 80 points are for Pricing, and 20 points are for preferential procurement requirements.

Preferential points will be awarded in terms of the B-BBEE Status level of contribution which must be substantiated as follows (please refer to Form SBD 6.1 for more details):

- Bidders must submit a valid B-BBEE status level verification certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE.

8. BID CONDITIONS

8.1 Bidders are encouraged to submit their bids in line with any attached annexures and detailed specifications, in order to facilitate a simplified fair and efficient evaluation process.

8.2 The College reserves the right to award the bid to one or more service providers.

8.3 The College reserves the right to award the bid in whole or only partially.

8.4 The General Conditions of Contract as stipulated by the National Treasury will be applicable.

8.5 The College reserves the right not to award the bid.

8.6 Bidder must provide a brief summary of their company profile, key personnel and evidence of experience relevant to the requirements

9. OBJECTIVE CRITERIA

9.1 In the event the recommended bidder is found to not satisfy/meet the conditions or requirements set hereunder, Northlink College shall exercise its right in awarding the bid using applicable prescripts as provided for under the PPPFA, section 2(1)(f), which states, "the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer"

9.2 The recommended bidder must have a positive/good reputation which shall not jeopardise

- the reputation of Northlink College.
- 9.3 The recommended bidder must have the financial ability to carry out the services as per the RFP requirements. Audited financials (will be requested from the recommended bidder prior to appointment), must be of sound applicable financial prescripts/industry standards.
- 9.4 The recommended bidder or its directors/shareholders must not have any pending criminal/civil cases instituted against them which may hinder the rendering of services if appointed to Northlink College as per RFP requirements.
- 9.5 The recommended bidder or its personnel must not have a history of poor performance (e.g., negligence) or unethical conduct or employees who were dismissed/sanctioned for misconduct.
- 9.6 Northlink College, like any other business, relies greatly on suppliers for most services, therefore, the interaction with suppliers/contractors/consultants can have a substantial impact on the College operations. The College can be negatively impacted by a supplier who does not have a good reputation or has been implicated in unethical activities, by association. To mitigate this reputational risk, the College will investigate any negative and positive news on the particular supplier/contractor/ consultant before doing any business and will make an informed decision about its association.
- 9.7 In the event that the reference checks or processes conducted during a due diligence exercise for the recommended bidder, prior to appointment, should they yield negative feedback or operational risk to the College, the highest scoring bidder may not be awarded the bid, and the second highest scoring bidder will be recommended for appointment provided its proposal meets the RFP requirements in all its respects.

10. BIDDERS MUST COMPLETE THE FOLLOWING REFERENCING INFORMATION TABLE:

Item	Requirement	Description	Annexure/Reference Page on Proposal
1)	Office	The head office must be registered in South Africa.	
2)	Bank	The bidder must indicate the full banking details.	
3)	Management & Servicing	The bidder must provide their organisational structure/organogram, names of individual position holders in the organisation including management, supervisors, administration and other services. The bidder must provide details of qualifications and selection process with regards to management/supervisory expertise in the company. Bidders must indicate if the personnel are employed on a full-time basis. If not, provide details.	
4)	Experience	The bidder must indicate the number of years in the business and the major incidents that they had to manage with any of the clients.	
5)	List of references	The list of all current and previous contracts, values, duration and the contact persons. This is critical for evaluation on functionality.	
6)	Public Liability Insurance	Bidders must arrange the necessary public liability insurance cover in its own name with a reputable insurance company and submit documentary proof that such policy is in effect. Confirmation of Public Liability Insurance must	

		be submitted thirty (30) days after the awarding of the bid. Failure to comply will lead to termination of the contract.	
7)	Terms and conditions of contract	By submitting the bid, the company accepts all the conditions of contract approved by National Treasury and special conditions to be determined by Northlink College and that the bidder might be required to sign an acceptance of confidentiality.	

Annexure A: Response Pre-qualification/Functionality Evaluation Criteria

Bidder's Experience

Tender No: _____

Name of Bidder: _____

Authorised Signatory: _____

The bidder must provide the following information:

Table (a) details of the bidder's current and previous relevant experience in the provision of services (please refer to section 7 of this RFP document which requires three (3) contactable references not older than five (5) years.

- 1. Please attach the reference letters that match the referee information in the table.**
- 2. NB: Purchase Orders, Appointment letters and/or Completion certificates will not be accepted as reference letters.**

Table (a)

BIDDER'S EXPERIENCE							
No.	Name of Client / Department	Contact Person	Position Held	Email address	Services rendered	Contract Start Date	Contract End date
1.							
2.							
3.							
4.							
5.							