



science & innovation

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

## TERMS OF REFERENCE

### WASTE MANAGEMENT SERVICES AT THE DEPARTMENT OF SCIENCE AND TECHNOLOGY FOR A PERIOD OF FIVE MONTHS

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**N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.***

## 1. BACKGROUND

The Department of Science and Innovation (DSI) is located in Building No.53 at the CSIR Campus in Meiring Naude Road and requires the waste management services for its headquarters. **The current contract for waste management is coming into an end on 31 October 2023.**

## 2. PURPOSE

The purpose of these terms of reference is to appoint a service provider who will provide the waste management services for a period of five (5) months as per the specification.

## 3. SPECIFICATION

The appointed service provider will be expected to carry the service as follows:

### 3.1.1 General Waste

- ☐ The waste removal from the DSI site shall be done thrice a week (Monday, Tuesday and Wednesday).
- ☐ All bins should be cleaned onsite regularly.
- ☐ Supply 22 wheeled bins of 240L and which must be marked clearly.

### 3.1.2 Plastic/Bottles

- ☐ Supply 1 wheeled bin of 240L for plastic/bottles and must be marked accordingly.

### 3.1.3 Tins

- ☐ Supply 1 wheeled bin of 240L for tins and must be marked accordingly.

### 3.1.4 Papers

- ☐ Supply 1 wheeled bin of 240L for papers and must be marked accordingly.

### 3.1.5 Hazardous waste

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- Supply 1 wheeled bin of 240L for hazardous waste and must be marked accordingly.

### **3.1.6 Cleaning of waste bins**

- The company personnel should clean all waste bins regularly. The waste bin areas are to be kept neat.

### **3.1.7 Human Resources**

- The company must appoint two personnel (one sorter and a driver) for waste management services.

### **3.1.8 Dumping site**

- The company should have a legal dumping site.

### **3.1.9 Recycling**

- The appointed company shall be responsible for recycling of plastic, paper, bottles and tins.

**NB: The rebates for recycling shall be paid to DSI.**

## **3.2 PROJECT MANAGEMENT**

**3.2.1** A project kick off meeting shall be held with a successful bidder.

**3.2.2** The DSI shall keep a daily register at its reception area, which shall be signed by the contractor's labourers.

**3.2.3** The successful service provider is required to provide weekly job cards detailing the work carried out.

**NB: The onus is upon service provider to familiarize themselves with the project sites as well as the extent of the service to be rendered.**

## **4. APPLICABLE LEGISLATION/ REGULATIONS**

**4.1** Occupational Health and Safety Act, 1993 (Act No.85 of 1993);

**4.2** National Environment Management: Waste Act 59 of 2008  
ISO 14001, and

**4.3** Any other applicable legislation.

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## 5. REQUIREMENTS FROM THE SUCCESSFUL BIDDER

The successful bidder is required to submit a safety file which must not be limited to:

- risk assessment.
- Valid letter of good standing.
- Valid medical certificate
- Material safety data sheet.
- Proof of identification.
- Personal Protective Equipment.
- Proof of training that the labourers are trained on waste handling.

## 6. RESPONSIBILITIES

**6.1** The Service Provider shall be expected to:

**6.2** Conduct business in a courteous and professional manner.

**6.3** Provide the necessary documentation as requested prior to the awarding of the contract.

**6.4** Manage the internal disputes among his/her staff in such a way that DSI is not affected by those disputes.

**6.5** Ensure that all are equipped and wear all the required protective clothing while onsite. Comply with DSI security and emergency policies, procedures and regulations.

**6.6** Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DSI;

**6.7** Ensure that DSI is informed of any removal and replacement of staff. For security reasons, DSI reserves the right to vet all persons working under this contract.

**6.8** Ensure sufficient supply of different tools to be used for the required plumbing service.

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**6.9** All work carried out shall be under the supervision of the DSI maintenance officers.

**6.10** Complete all work required and invoice the DSI within 2 days from date of work.

**7. DSI shall:**

**7.1.1.** Manage the contract in a professional manner.

**7.1.2.** Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.

**7.1.3.** Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.

**7.1.4.** Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.

**7.1.5.** Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

**7.1.6.** Provide a storage facility for equipment and materials where possible.

**7.1.7.** If necessary, request the withdrawal of a staff member who poses a threat to DST employees.

**7.1.8. NOT PROCESS ANY ADVANCE PAYMENTS.**

**8. INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL**

**8.1** All prices quoted must include VAT and should be linked with specific tasks to be undertaken.

**8.1.1** A service provider should comply with the specification.

**8.1.2** The service provider shall be expected to provide a quotation based on the table below (*table to be placed on own letterhead and not to be completed on this form*):

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<b>Staff Compliments</b>	Amount
1 Sorter and 1 Collector	
<b>Site equipment</b>	
26 wheel bins	
15 wool bags	
2 sorting frames	
<b>Consumables</b>	
Fly treatment	
Site chemical and Hygiene	
Weekly waste removal (Mon,Wed,Fri)	
Weekly cleaning of the bins	
Other services (please specify)	

## 9. PRICE

All prices charged should be inclusive of VAT. The bid proposal should be fixed for the contract duration.

## 10. DURATION, TIMEFRAMES AND FORMAL CONTRACT

**10.1** Successful service providers will be required to enter a contract for waste management services with DSI for a period of five months.

## 11. EVALUATION OF PROPOSALS

**11.1.** The evaluation process will comprise of the following phases:

- a) Screening for Compliance;
- b) Functional Evaluation; and
- c) Price and Specific Goals Evaluation.

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## 11.2. Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation; failure to submit the following will result in disqualification:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
- h. Attach proven experience by providing a list of current and past contracts which are relevant to the required service in the bid specifications, according to the template in **Part A: Client Base**. Only the relevant experience shall be considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of referees provided.

## 11.3. Functionality Evaluation

- a) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of sixty percent (50%).
- b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

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<b>FUNCTIONALITY EVALUATION</b>					
<b>Rating:</b> 1 = Poor    2 = Average    3 = Good    4 = Very good    5 = Excellent					
<b>CRITERIA</b>					<b>WEIGHTS</b>
<b>1. Experience and Expertise:</b> Bidders must submit a company profile, which clearly spells out the experience and knowledge of the company in the waste management as well as directorship. Number of years of experience in waste services shall be evaluated using the following values: in the using the following values:-					30
	1 -2 years	3-4 years	5-6 years	7-8 years	9 and above
	1	2	3	4	5
<b>2. Current and Previous Projects</b> Bidders must also submit a list of references for current and previous projects, which much cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered, (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)					30
	1 contract	2 contract	3 contract	4 contract	5 contract
	1	2	3	4	5
<b>3. Staff Capacity</b> Organogram detailing the roles and responsibilities of each team member as well as Cv's; qualifications and experience in waste services-values shall be allocated as follows:-					30
	1 -2 years	3-4 years	5-6 years	7-8 years	9 and above
	1	2	3	4	5
<b>4. Methodology should not be limited to the:</b> <ul style="list-style-type: none"> <li>a. Service provider understanding of the project requirements</li> <li>b. Waste management plan</li> <li>c. Personal Protective Equipment;</li> <li>d. Company Environmental Management Policy</li> <li>e. Company OHS policy</li> </ul>					10
	Poor	Average	Satisfactorly	Good	Excellent
	1	2	3	4	5
<b>TOTAL SCORE</b>					<b>100</b>
<b>MINIMUM THRESHOLD SCORE</b>					<b>60</b>

- c) Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.

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- d) The following rating values for evaluation will be used:
- i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

- ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
- iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- v. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

#### 11.4. Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022

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pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration;

$P_{\min}$  = Price of lowest acceptable tender.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

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Table 1 – Specific goals

<b>The specific goals allocated points in terms of this tender:</b>	<b>Number of points allocated (80/20 system)</b>
EMEs and QSEs	5
Companies owned by black people	5
Companies owned by women	5
Companies owned by youth	
Companies owned by people with disabilities	5

- i. A bidder must submit proof of its Specific goals' status.
- ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
- iii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iv. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- v. The points scored must be rounded off to the nearest two decimal places.
- vi. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
  - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
  - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
  - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related

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price with the tenderer scoring the third highest points or cancel the tender.

➤ If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.

vii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

viii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.**

## **12. AWARDING OF THE BID**

**12.1.** The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.

**12.2.** The successful service provider will be required to enter into a formal contract with DSI for a period of 5 months.

## **13. SITE VIEWING**

**14.1** Site viewing will be carried out on an appointment basis. The appointment should be scheduled a day prior before 15:00 Monday to Friday. An email to be sent to [Truelove.Mnguni@dst.gov.za](mailto:Truelove.Mnguni@dst.gov.za) and [Jullet.Hlungwani@dst.gov.za](mailto:Jullet.Hlungwani@dst.gov.za) and copying the Supply Chain Practitioner who sourced the quotation.

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## 14. SUBMISSION OF PROPOSALS

**14.1.** The deadline for the proposal is **13 September at 11:00.**

**14.2.** The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

## 15. CONTACT PERSONS

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

### 17.1 Technical Enquires

**True-Love Mnguni**

[Truelove.Mnguni@dst.gov.za](mailto:Truelove.Mnguni@dst.gov.za)

(012) 843 6751

**Jullet Hlungwani**

[Jullet.Hlungwani@dst.gov.za](mailto:Jullet.Hlungwani@dst.gov.za)

(012) 843 6631

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## PART A-CLIENT BASE

Name of client / organization where contract is being executed/was executed		Description of Contract Services	Physical Address of the Client/ organization	Contact persons and telephone numbers of your client	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**NB: DSI reserves the right to verify the contents of this list directly with the service providers' clients and also conduct site inspections.**

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