

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>To Provide Safe Sanitation, Transport, and Disposal of Electronic Waste and ICT Equipment Services</b>		
<b>RFQ Number:</b>	RFQ/ICT/DISPOSAL/2024/04		
<b>Opening Date:</b>	<del>19 March 2024</del>	14 March 2024	
<b>Closing Date:</b>	<del>22 March 2024</del>	25 March 2024	<b>Time:</b> 16h00
<b>Contact Person:</b>	Sango Jikani	<b>Email:</b>	SangoJ@ppecb.com
<b>Bid Validity Period</b>	60 Days		

### 1. PROJECT PURPOSE

The Perishable Products Export Control Board (PPECB) requires the services of a service provider for the provision of sanitation, transportation, and disposal of electronic waste and Information and Communications Technology (ICT) equipment. The appointed service provider will enter into a written contract with PPECB for a period of thirty-six (36) months with the option to renew for a further twelve (12) months.

### 2. BACKGROUND

The PPECB is a Schedule 3A entity in terms of the Public Finance Management Act 1 of 1999. The PPECB is established in terms of Section 2 of the Perishable Products Export Control Act 9 of 1983. The main purpose of the PPECB is to promote the orderly, efficient, and sustainable export of perishable products from South Africa. The PPECB manages and monitors the cold chain for the export of perishable products from South Africa. The PPECB operates under two mandates, namely the Agricultural Products Standards Act and the Perishable Products Standards Act 9 of 1983.

### 3. SCOPE

Electrical and electronic waste (e-waste) is classified as hazardous waste, which includes small/large household appliances; office, information and communication equipment, mobile phones, batteries, electric and electronic tools; and security, health care, and ICT equipment. Used electronics which are destined for refurbishment, reuse, resale, salvage recycling through material recovery, or disposal are also considered e-waste.

E-Waste has been declared a priority waste. It contains materials that are considered toxic, such as lead, mercury, and cadmium, which have led to increased environmental concern about improper disposal of these products.

#### 3.1 SPECIFICATIONS

PPECB requires the services of a e-waste recycling and disposal service provider, that has the necessary certifications, licences, and permits, as well as adequate premises to collect, sanitise, transport, and dispose of PPECB's e-waste.

- Sanitisation, storage, transportation, and disposal of devices must be conducted in line with the relevant legislation, including the National Environmental Management Waste Act, Act 59 of 2008 (NEMWA), and the Protection of Personal Information Act (POPIA). NEMWA highlights the significance of information security compliance, as detailed in the Minimum Information Security Standards (MISS), effectively addressing both environmental responsibility and data security.

- After collection, the service provider must issue official chain of custody documentation to prove that devices have been safely and securely collected for sanitisation and disposal, to be used as proof in audits.
- The Service Provider must ensure that;-
  - a. Equipment and hazardous contaminants must be handled and disposed of in an environmentally responsible manner and in compliance with relevant legislation;
  - b. Appropriate and complete clearing of any hard drives to guarantee information security;
  - c. Data sanitization services involve the service provider securely removing (permanently deleting) confidential information, intellectual property, and software;
- The Service Provider must provide monthly and ad hoc reports with accurate and up to date records of all activities of the past month and sufficient information to enable the PPECB to manage and monitor the service.;
- The Service Provider must provide the PPECB with a signed disposal certificate, within three to four weeks from date of handover of equipment, which confirms that the equipment has been sanitised, all data has been erased, and which sets forth the equipment serial number and how the equipment will be disposed of; and
- The service provider must be situated and operate from a safe and secure premises located in the Western Cape; a site visit will be conducted to ensure that appropriate safety and security measures are implemented and that the premises meet the requirements as stipulated in NEMWA and OHS Act.

### 3.2 E-WASTE

The Department of Forestry Fisheries and Environment (DFFE) introduced Extended Producer Responsibility (EPR) Regulations and the WEEE Notice, emphasising the need for structured waste management practices. These regulations, grounded in the NEMWA, marked a crucial shift toward sustainable electronic waste handling, where stakeholders share accountability. Crucially, EPR Schemes require DFFE registration, and compliance with set targets must be reported. Non-compliance carries penalties, underscoring the seriousness of responsible waste handling.

### 3.3 TERMS AND DEFINITIONS

Term	Description
Collection	Collection involves gathering waste, including preliminary sorting and initial storage, for the purpose of transporting it to storage, manual or mechanical processing, and metallurgical processing facilities.
E-waste Processors	E-waste processors are service providers who use mechanical, chemical, biological, or thermal processes to treat E-waste fractions received from recyclers and recover secondary resource materials.
E-waste Recycling	E-waste recycling encompasses various pre-processing and end-processing steps in a simplified value chain, including manual dismantling, mechanical size reduction, physical/mechanical separation, hydrometallurgy, pyrometallurgy, electrometallurgy, and refurbishment.
Electronic and Electrical Equipment “EEE”	<p><b>Global Definition:</b> “EEE” refers to electrical and electronic equipment that relies on electric currents or electromagnetic fields to function properly and is designed for use with a voltage rating not exceeding 1000 volts for alternating current and 1500 volts for direct current. In this context, “dependent” means requiring electric currents or electromagnetic fields to fulfil at least one intended function.</p> <p><b>DEA Definition (as per Section 28(1) Notice):</b> “Electrical and electronic equipment” refers to equipment that relies on electric currents or electromagnetic fields to function properly, including equipment used for generating, transferring, and measuring such currents and fields.</p>
Informal E-waste Processing	Informal E-waste processing involves attempts to maximise sales profits by extracting valuable fractions from E-waste without proper treatment incentives. This approach typically employs inappropriate and unsafe methods, including

Term	Description
	breaking and smashing valuable components and burning off undesirable materials and encasings of valuable fractions (e.g., copper in cable).
Informal Waste Collector	An informal waste collector is an individual or individuals who collect materials with potential value, such as packaging waste and E-waste, from streets, public spaces, households, waste dumps, and landfill sites. They do not perform this collection as salaried employees but often operate at subsistence levels. These collectors are sometimes referred to as “Pickers.”
NEMWA/The Act	The National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) and the National Environmental Management: Waste Amendment Act, 2014 (Act No. 26 of 2014)
Producer	The term “producer” encompasses any individual, category of persons, or brand owner engaged in the commercial manufacture, conversion, refurbishment, or import of new and/or used— <ul style="list-style-type: none"> <li>• Paper and packaging material</li> <li>• Lighting equipment</li> <li>• Electrical and electronic equipment (EEE)</li> <li>• Goods wrapped in primary or secondary packaging material.</li> </ul> <p>These products are intended for distribution in the Republic of South Africa. The local manufacturer or importer (or their assigned agents) of new and/or used EEE is considered a producer when placing EEE on the South African market at the point of manufacture or import.</p>
Recycling	Recycling refers to any recovery operation involving the reprocessing of waste materials into products, materials, or substances. However, this excludes energy recovery and the reprocessing of materials into fuels or for backfilling operations.
Value Chain	The E-waste value chain comprises four stages: collection, dismantling, pre-processing, and processing.
Valuable Fractions	Valuable fractions of E-waste refer to fractions with market demand, for which the market is willing to pay.
WEEE (Waste Electrical and Electronic Equipment)	WEEE, or electronic waste, refers to all electrical and electronic equipment (EEE) items and their parts that have been discarded as waste by their owners without the intention of re-use.

### 3.4 LEGISLATION, CERTIFICATION & MEMBERSHIP

The service provider will collect, transport, sanitise, and dispose of all e-waste in a safe, secure, and responsible way, as prescribed in the following legislation:

- National Environmental Management: Waste Act 59 of 2008 as amended (“NEMWA”), as amended, and any regulations or guidelines thereto;
- Norms and Standards published in terms of NEMWA;
- Minimum Information Security Standards;
- Waste Management Licensing Guide as issued by the Western Cape Government;
- Protection of Personal Information Act.

The service provider must have one of the latest applicable version of the following certifications:

- ISO 14001; and/or
- ISO 27001.

The following certifications would be beneficial for the bidder to have;

- ISO 9001; and/or
- ISO 45001.

## **4. TERMS AND CONDITIONS OF BID**

### **4.1 BID SUBMISSION**

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to: **SangoJ@ppecb.com**

Or

submitted electronically via Microsoft One Drive and shared with this email address [SangoJ@ppecb.com](mailto:SangoJ@ppecb.com)

This submission must contain all information and documentation relating to the **RFQ/ICT/DISPOSAL/2024/04**

### **4.2 CLOSING DATE**

4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

### **4.3 REVISIONS TO REQUEST FOR QUOTATION**

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Bidders by an email.

### **4.4 BID VALIDITY PERIOD**

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

### **4.5 CSD REGISTRATION**

4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.

4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.

4.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

### **4.6 ACKNOWLEDGEMENT AND ACCEPTANCE**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

### **4.7 INSURANCE**

4.7.1 The successful bidder will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

### **4.8 RESPONSE PREPARATION COST AND ONGOING ENGAGEMENT**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### **4.9 RESERVATIONS**

- 4.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 4.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 4.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
  - Refuse to consider any Quotation not conforming with the requirements of this RFQ;
  - Ask any Service Provider to supply further information after the closing date;
  - Cancel this RFQ or any part thereof at any time.
  - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
  - Not to award the quotation at all.

## **5. DATA PROTECTION**

- 5.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

## **6. NEWS AND PRESS RELEASES**

- 6.1. Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

## **7. DISCLAIMER**

- 7.1. This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 7.2. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 7.3. The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

## **8. GENERAL TERMS AND CONDITIONS**

The attached terms and conditions must be signed and send back with the RFQ response.

## **9. COMPLIANCE DOCUMENTS**

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid B-BBEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

## 10. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price; and Specific Goals.

- the 80/20 Preference Point System for bids with a Rand value of more than R2,000-00 but not exceeding R50,000,000-00 (all applicable taxes included);

### 10.1 STAGE 1 – COMPLIANCE EVALUATION

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 9**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.

No.	Mandatory Functional/Technical Criterion	Evaluation	Comply	Comments X-Ref in Quotation /
1.	Waste License/s issued in terms of NEMWA and Western Cape waste guidelines (Waste Management Licenses for all facilities (landfill site) involved in the storage, transfer, treatment, or disposal of wastes as may be required in terms of Schedule 1 of the National Environment Management Waste Act (Act 59 of 2009))		<input type="checkbox"/> YES <input type="checkbox"/> No	
2.	Certification either <ul style="list-style-type: none"> <li>• ISO 14001; and/or</li> <li>• ISO 27001.</li> </ul>		<input type="checkbox"/> YES <input type="checkbox"/> No	

### 10.1 STAGE 2 – FUNCTIONAL/TECHNICAL EVALUATION

A technical evaluation will be conducted to determine the preferred supplier.

#### **Weighted Functional Criteria**

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

Functional Criteria	Max. Points	Min. Points
<b>Company Profile</b>  Company to submit a detailed company profile, showcasing experience in providing similar services, location, size of organisation etc. <ol style="list-style-type: none"> <li>Detailed company profile submitted (20 points)               <ol style="list-style-type: none"> <li>Company size;</li> <li>Company background/history;</li> <li>Organogram;</li> <li>Clients/Customers;</li> <li>Service offering</li> </ol> </li> <li>High level company profile submitted (10 points)               <ol style="list-style-type: none"> <li>Only sets out one or two of the above points;</li> </ol> </li> <li>No company profile submitted (0 points)</li> </ol>	<b>20</b>	

Functional Criteria	Max. Points	Min. Points
•		
<b>Company Experience</b>  Bidder to indicate years of experience providing a similar service <ul style="list-style-type: none"> <li>• 3 or more years (5 points)</li> <li>• Between 0 and 3 years (0 points)</li> </ul>	<b>5</b>	
<b>References</b>  Bidder to provide contactable references in the form of signed letters from previous clients for similar services. <ul style="list-style-type: none"> <li>• 4 references submitted (20 points)</li> <li>• 3 references submitted (15 points)</li> <li>• 2 references submitted (10 points)</li> <li>• 1 reference submitted (5 points)</li> <li>• 0 references submitted</li> </ul>	<b>20</b>	
<b>Service Provider Registration, Permits and Memberships:</b>  Bidder must provide copies of the following documentation: <ol style="list-style-type: none"> <li>1. Proof of membership with Institute of the e-Waste Association of South Africa (eWASA) or equivalent. (5 points)</li> <li>2. Proof of ISO 9001 and/or 45001 Certification (5 points)</li> <li>3. SAWIC/SAWIS or equivalent Registration (5 points)</li> </ol>	<b>15</b>	
<b>Methodology</b>  Bidder must describe the waste management method used for the collection, storage, sanitisation, and disposal of e-waste. The methodology must include how the waste is transported, stored, and disposed of. <ol style="list-style-type: none"> <li>1. Detailed Methodology (20 points)               <ol style="list-style-type: none"> <li>a. Project plan/timeline;</li> <li>b. Description of collection process;</li> <li>c. Description of transportation process;</li> <li>d. Description of disposal process;</li> <li>e. Description of storage and facility;</li> <li>f. Description of sanitisation process and how data is removed from devices.</li> </ol> </li> <li>2. High-level methodology (10 points)               <ol style="list-style-type: none"> <li>a. Only a few of the above points addressed in methodology;</li> </ol> </li> <li>3. No methodology provided (0 points)</li> </ol> <p><b><u>Bidder must state the facility that will be used to store the e-waste within the Western Cape as the PPECB will visit and inspect the facility.</u></b></p>	<b>20</b>	
<b>Reporting</b>  The bidder must provide a copy/mock-up of the monthly and ad hoc reporting to be provided (10 points).  Bidder must provide a copy/mock-up of the following:- <ol style="list-style-type: none"> <li>1. Chain of custody certificate upon collection (5 points)</li> <li>2. Disposal Certificate (5 points)</li> </ol>	<b>20</b>	

Functional Criteria	Max. Points	Min. Points
<b>Software</b>  The bidder must advise on the software they are using for the wipe the hard drives to ensure information cannot be recovered by any forensic tools.  The bidder must provide the following;- <ol style="list-style-type: none"> <li>1. The factsheet/technical data sheet for the proposed software (10 points);</li> <li>2. A copy of the license for the software proposed (10 points).</li> </ol>	<b>20</b>	
<b>Total</b>	<b>120</b>	

The minimum functional threshold is [105]. Points. Bidders who score less than this threshold will be disqualified and not considered for any further evaluation.

## 10.2 STAGE 2 – PRICE AND SPECIFIC GOALS

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

- 10.2.1 **Price and Specific Goals** - Where the price of the lowest acceptable bidder is R 2,000 or greater, the bid will be evaluated using the 80/20 preference point system as per the current Preferential Procurement Regulations;
- 10.2.2 **Price** - Where the price of the lowest acceptable bidder is less than R 2,000, the bid will be evaluated using price as the key determinant.

## 10.3 POINTS AWARDED FOR SPECIFIC GOALS

10.3.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

10.3.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system)

			(To be completed by the bidder)
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 20</b> EME = 20 QSE = 20 Enterprises with turnover above R50m = 5
<b>Total Specific Goals</b>			<b>20</b>

### 11. STAGE 4 - OBJECTIVE CRITERIA

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- I. The risk of fruitless and wasteful expenditure to the PPECB;
- II. The risk of an abnormally low bid;
- III. The risk of a material irregularity;
- IV. The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- V. The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

ICT Technical Expert: Lonette Genis  Date: 13/03/2024

CIO: PP  Date: 14/03/2024



**12. DECLARATION BY THE BIDDER**

Only bidders who have completed the declaration below will be considered for evaluation.  
 RFQ No: **RFQ/ICT/DISPOSAL/2024/04 To Provide Safe Sanitation, Transport, and Disposal of Electronic Waste and ICT Equipment Services.**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.  
 I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

WITNESSES:  
 1 .....  
 2 .....

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ/ICT/PenTest/2024/04	CLOSING DATE:	25 March 2024	CLOSING TIME:	16h00
DESCRIPTION	To Provide Safe Sanitation, Transport, and Disposal of Electronic Waste and ICT Equipment Services				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Email to: <a href="mailto:SangoJ@ppecb.com">SangoJ@ppecb.com</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>

<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## PRICING SCHEDULE

(To Provide Safe Sanitation, Transport, and Disposal of Electronic Waste and ICT Equipment Services)

Name of Bidder.....Bid number..... **RFQ/ICT/DISPOSAL/2024/04**

Closing Time 16:00 ..... Closing date.....25 March 2024.....

OFFER TO BE VALID FOR...60.....DAYS FROM THE CLOSING DATE OF BID.

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ITEM	DESCRIPTION	QTY	COST PER UNIT	Total Price of Service (ZAR)
<b>1</b>	Collection of all the e-Waste items	Per KG	-	
<b>2</b>	Disposal of all e-Waste	Per KG	-	
<b>3</b>	Transportation Costs	1	-	
<b>4</b>	Disposal Certification costs	1	-	
<b>5</b>	Other Cost (Breakdown of this cost must be supplied)	1	-	
	TOTAL			
	VALUE ADDED TAX			
	<b>TOTAL INCLUSIVE OF VALUE ADDED TAX</b>			

***(NB!!! Suppliers must submit a price schedule in which they set out the total cost breakdown of the prices they have quoted in their Responses)***

Are the rates quoted firm for the full period of contract? Beyond the 12 months period after award.      \*YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for and for which items, for example consumer price index.

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**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 20</b> EME = 20 QSE = 20 Enterprises with turnover above R50m = 5	
<b>Total Specific Goals</b>			<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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