

Request for Quotation

NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA

SUPPLIER'S INFORMATION

Requested by:
Section: SHEQ

Prepared by:
Address : _____

Telephone number: 012 947 2827

Telephone no: _____

Email address: scm7@nmisa.org

Email address: _____

Date: 16/10/2026

Date: __

I hereby request the quotation on behalf of NMISA as per below specification/ Terms of Reference.

Description	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)						
Hazardous Waste Management Specification: 1. Purpose The purpose of this specification is to obtain services of a reputable, competent and experienced contractor to provide hazardous waste management services for the National Metrology Institute of South Africa (NMISA) based at Pretoria CSIR Scientia Campus AND Cape Town CSIR Scientia Campus. 2. Background NMISA occupies about 5 buildings at the CSIR Scientia Campus in Pretoria and about 1 building at the Rosebank CSIR Scientia Campus with a total of 136 employees. Activities on the site include offices, laboratories and workshops. Hazardous waste is generated from the laboratories and the workshops. The service provider will also be required to assist with recycling of waste (paper, e-waste, plastics, metal, glass) <u>Pretoria</u> Offices, laboratories and workshops <u>Cape Town</u> Offices and Laboratory 3. Geographical Area of the service The service provider should have the capacity to provide the required services in the areas tabled below. <table><tr><th>Location</th><th>Address</th></tr><tr><td>Pretoria (CSIR Scientia Campus)</td><td>2 Meiring Naude Road, Brummeria, 0184</td></tr><tr><td>Cape Town (CSIR Scientia Campus)</td><td>15 Lower Hope Road, Rosebank, 7700</td></tr></table> 4. Scope of Work 4.1. Hazardous Waste Collection and Transportation: The service provider will be required to ensure timely collection of hazardous waste. Safely collect, remove and transport hazardous waste from NMISA’s Pretoria and Cape Town sites and dispose of the waste at a registered	Location	Address	Pretoria (CSIR Scientia Campus)	2 Meiring Naude Road, Brummeria, 0184	Cape Town (CSIR Scientia Campus)	15 Lower Hope Road, Rosebank, 7700			
Location	Address								
Pretoria (CSIR Scientia Campus)	2 Meiring Naude Road, Brummeria, 0184								
Cape Town (CSIR Scientia Campus)	15 Lower Hope Road, Rosebank, 7700								

facility (landfill, recycling facility, recovery or treatment plants) in compliance with legislative requirements – which shall be subject to audits by NMISA.

- Ensure that transportation vehicles and receptacles are compliant with hazardous material transport regulations (e.g. Transportation of Dangerous Goods) and SANS Code of practice, including appropriate signage, placards emergency information and safety equipment etc. Vehicles must have valid permits to transport hazardous goods and drivers, and collection personnel must have relevant training (Related to hazardous handling and transportation) and valid licences (driver's licenses, PrDP etc).
- Vehicles must be fitted with the necessary Emergency Response Equipment.
- Take all necessary measures to prevent spillage or seepage from receptacles/vehicles during transporting to the appropriate landfill site (waste disposal site).
- Provide required transportation documentation, including waste manifests and transport permits.
- All relevant signed waste manifests, recycling disposal certificates/landfill safe disposal certificates and other accompanying documents should be provided to the SHE department after every disposal.
- Provide collection, loading, handling, transportation and off-loading services for furniture, equipment and other items identified by NMISA for donation to approved recipient or beneficiaries.

4.2. Frequency of removal (Hazardous Waste)

The waste collection will be required on a **once-off basis** to address the currently accumulated waste requiring removal.

4.3. Certificates and Licenses

The service provider should have relevant authorisation in a form of registrations, licenses to handle hazardous waste and shall be responsible for submitting all information legally required by the NMISA SHE department including:

- Licenses of all landfill sites/recycling/treatment facilities used for disposal/treatment of waste and recycling recyclables;
- Waste manifest documents in line with Waste Information Regulations;
- Acceptance of waste/ material received by recycling Facilities/treatment facilities

4.4. Hazardous Waste Disposal:

- Dispose of hazardous waste in certified disposal facilities in accordance with the National Environmental Management: Waste Act and relevant hazardous waste disposal regulations.
- Handle specific types of hazardous waste including chemical waste, laboratory waste, and any other hazardous materials as identified during classification.
- Recycle HCA waste as far as is reasonably practicable.
- Provide NMISA with certificates of disposal for all waste removed and processed, ensuring legal compliance and transparency.

4.5. Compliance with Regulations:

The service provider must adhere to the following:

- Must have a valid Waste Accreditation Permit to collect and transport hazardous waste (including recyclables) issued by the local Municipality or relevant regulatory statutory requirements/authority.
- Must provide proof of a valid Waste Accreditation Permit and relevant permits relating to waste management.
- Must be registered with the Gauteng and Western Cape (WC) Waste Information System, as a transporter of hazardous waste, to be disposed of / treated at landfill site / waste handling facility authorized to dispose / treat such waste. The service provider must provide proof of registration with the relevant Waste Information System.
- Must use a licensed landfill site / waste handling facility for disposal / treatment of waste generated at NMISA facilities. The service provider must provide proof that the proposed landfill site / waste handling facility is licensed. The service provider must further provide proof of account/ relationship with the proposed landfill / waste handling facility that will be used for the disposal/ treatment of waste generated at NMISA facilities.
- Ensure that all hazardous waste management activities are in full compliance with the National Environmental Management: Waste Act, Occupational Health and Safety Act, and the Transportation of Dangerous Goods Regulations.

The service provider shall ensure that applicable legislative requirements pertaining to collection, removal and disposal of hazardous waste are complied with. This shall include compliance to the provisions of, but not limited to the following:

- City of Tshwane Waste Management By-laws (All relevant Municipal By-laws)
- National Environmental Management Act (Act 107 of 1998)
- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008). Environment conservation Act 1989
- Department of Environmental Affairs and Tourism, 2000. National Waste Management Strategy

- National Waste Information Regulation 9 (Waste Information Regulations and Standards)
- Environment Conservation Act, Act 73 of 1989
- Hazardous Substances Act, Act 15 of 1973
- National Traffic Act, Act 93 of 1996
- National Health Act, Act 63 of 1997
- National Waster Act, Act 36 of 1998
- Waste Classification and Management Regulations (GN 634)
- SANS 10234 (Global Harmonized System)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Transportation of Dangerous Goods Regulations
- All subsequent Amendments.

The service provider shall comply with any relevant legislation that might be promulgated during the course of the contract. All materials offered will comply with the requirements of the relevant standard specifications of the SABS or SANS as published. The service provider shall also inform NMISA of the changing waste legislation, regulations and analyse the impact on operations.

National Environmental Management Waste (Act 59 of 2008)

- Valid Waste Management License
- Valid SAWIS registration Number
- Treatment Facility's valid Atmospheric License
- Certification and declaration of receipt and final management of waste
- Details on waste that must be diverted to another waste management facility including full details (including licensing) of the secondary facility.
- Proof that collected waste is re-used, recycled, recovered, treated and/or disposal within one month of collection.
- Proof that waste management and reporting and description code is done according to the terms of the National Waste Information Regulation

4.6. General Health, Safety and Environment Obligations

The service provider will be required to:

- Always ensure compliance with NMISA's environmental, health, safety and emergency measures and procedures.
- Compile and provide a Health and Safety File which will include all statutory and management information/documents such as:
 - Occupational Health and Safety (OHS) Policy and Procedures;
 - Occupational Health and Safety Plan;

- Safe works Procedures;
- Risk Assessments Procedures;
- Risk Assessment Register,;
- List of Projected Environmental Aspects and Impacts;
- Waste Management programme;
- Department of Labour documents e.g. COIDA, UIF; and
- Relevant permits/certificates to transport and dispose of hazardous chemical waste.

- Provide disposal certificates and waste manifests to the NMISA SHE Department each removal of hazardous waste.
- Take responsibility for ensuring that its services system is operated in accordance with the hygienic, safety, aesthetic and EMS requirements based on ISO 14001 and the health and safety management system based on ISO 45001 to which NMISA is committed to.
- Attend a compulsory safety induction course provided by NMISA for all personnel directly involved in the contract including those of sub-service providers before the commencement of activities.
- The successful service provider is required to conduct a Risk Assessment to ascertain all potential risks associated with this project. The completed risk assessment is to be formally submitted with the SHE Compliance file.

4.7. Waste Receptacles and Equipment

The prospective service provider shall provide receptacles for the handling and disposal of hazardous waste such as drums.

Receptacles for all waste shall meet all applicable South African National Standards. The receptacles must be provided at dedicated storage areas inside the premises by the service provider;

- All receptacles are to be clearly marked or numbered, hazardous waste bins must be labelled as such,
- Receptacles provided for the storage of hazardous waste must contain a lid or an appropriate cover;
- Receptacles must be in good condition and comply with relevant legislation and SANS codes of practice;
- Provision and removal of ad hoc receptacles
- Ad hoc bins must be supplied as and when requested;

4.8. Deliverables

The service provider is expected to deliver the following:

- **Waste Disposal Certificates** for all hazardous waste transported and disposed of from both Pretoria and sites.
- Complete **waste tracking documentation**, including waste manifests and transport permits.
- **Safety Compliance** documents ensuring all operations are carried out within legal guidelines.

- Recommendations for any further waste management improvements or strategies to reduce waste generation.

4.9. Recycling and Rebate

- The service provider shall identify and quantify all waste materials collected that are suitable for recycling or recovery.
- The service provider shall determine the applicable recycling rate/value for each recyclable material based on the quantity collected (e.g. per kilogram or tonnage).
- The service provider shall provide a breakdown indicating the type of recyclable material, quantity collected, applicable rate, and calculated rebate value.
- Any applicable recycling rebate shall be clearly reflected and credited to NMISA.
- The service provider shall provide supporting documentation confirming the quantities recycled/recovered and the corresponding rebate credited to NMISA.

5. Experience and Qualifications

The service provider must demonstrate the following:

- **Expertise in hazardous waste and disposal:** Proven experience in handling hazardous waste in accordance with GN 634, GN 635 and SANS 10234.
- **Certified personnel:** Personnel trained and certified in hazardous waste handling, classification, and transportation.
- **Compliance with legal requirements:** Familiarity with South African regulations including the National Environmental Management: Waste Act, Occupational Health and Safety Act, and Waste Classification and Management Regulations.
- **Experience with public sector organizations:** Preferably with a background in working with public entities, scientific institutions or laboratories.

6. Reporting Requirements

The service provider will be required to:

- Provide a detailed report outlining the classification findings for all waste streams.
- Provide a conclusive report post-disposal, which includes disposal certificates and compliance documentation.

The service provider shall provide quarterly performance reports highlighting volumes. They shall also submit annual reports which are in line with provisions of Waste Information Regulations applicable to the Pretoria and Pretoria site.

The quarterly reports shall be submitted to the following information amongst others;

- The types and volumes/tonnages of minimised/ recycled waste

- The types and volumes/ tonnages of disposed waste
- The number of receptacles collected on site per waste stream
- The names of areas where the hazardous waste was collected
- The names of areas where recyclables were collected.

Annual reports must show annual trends in waste management. The report must be in a format that is user friendly and is to NMISA's satisfaction.

A final integrated report at the end of the contract period must be submitted in an electronic format as well as a hard copy should it be required.

7. Submission Requirements and Evaluation Criteria Requirements

Service providers will be evaluated on the following functionality criteria indicated below:

Minimum threshold: 80 Points to proceed to price evaluation.

No.	Criteria	Weight			
1.	Company Experience in Hazardous Waste Management Weight Scoring: • 0 = No experience provided • 5 = 1–2 years • 10 = 3–5 years • 15 = 5–10 years • 20 = More than 10 years and experience with public entities/scientific institutions.	20			
2.	Relevant Certifications, Licences and Permits Weight Scoring: • 0 = No proof submitted • 10 = Partial compliance • 20 = All required hazardous waste licences, permits and certifications submitted and valid.	20			
3.	Methodology for Hazardous Waste Transportation and Disposal Weight scoring • 0 = No methodology • 10 = Basic methodology • 15 = Adequate methodology	25			

	• 20 = Detailed methodology • 25 = Comprehensive methodology demonstrating full legal compliance and best practices.				
4.	Capacity and Capability to Manage Hazardous Waste Weight Scoring: • 0 = No evidence • 5 = Limited capacity • 10 = Adequate capacity • 15 = Demonstrated capacity with qualified personnel, equipment and systems.	15			
5	Resources Available in the Pretoria and Cape Town Region Weight Scoring: • 0 = No local resources • 5 = Limited resources • 10 = Adequate facilities, personnel and logistics capability in Cape Town.	10			
6	References for Similar Projects Weight Scoring: • 0 = No references • 5 = 1–2 references • 10 = 3 or more satisfactory references from similar projects, preferably public entities or scientific institutions.	10			
	Total	100			
NB: The firm's submissions and proposals should be addressing the above evaluation criteria. The information required for functionality should be					

presented in an orderly fashion for easy reference by the evaluation panel.

Bidders must achieve a minimum of 80 points for functionality

8. Information on Site (Site Briefings)

Service providers are encouraged to visit the site and acquaint themselves with the nature of the work, the conditions under which the work is to be performed, the means of access to the site, the waste to be removed, any limitations or restrictions that may be imposed by NMISA, local or other relevant authorities.

The successful service provider shall:

- Conform to applicable SANS codes of practice, best practices such as management systems (ISO 14001 and ISO 45001).
- Adhere to NMISA SHE procedures;
- Ensure adequate training of their staff and provision of PPE;
- Be subjected to random SHE Audits in line with NMISA's SHE requirements.

9. Recyclable Waste and Rebates

- Service providers are to supply Rebate-rebates on all recyclable materials.
- The service provider will provide a monetary return on recyclables at the agreed rates and terms.
- The service provider is to ensure written agreement is reached with recycling sites that are permitted to legally carry out recycling activities in line with their permit approvals.
- The service provider will ensure full compliance to all legislative and regulatory requirements to ensure the safe and responsible recycling of NMISA generated waste.

10. NMISA Waste Inventory

Table 1. Pretoria Waste Inventory

Waste Inventory		
Lead containing waste (e.g batteries)	Hydraulic contaminated rugs	Recyclables
Solvents • Main groups: • Acid waste • Aqueous solvents waste • Organic solvents waste • Chlorine containing • Organic solvents waste	Hydraulic oil	Oil
Chemically contaminated paper and plastic (gloves, plastic test tubes etc.)	Coolant and coolant contaminated rugs	Batteries

Chemical contaminated sharps	Mineral oil	Metal shavings			
Lubricant oil waste	Contaminated paper towels	Empty Glass/Plastic Chemical bottles			
Lubricant oil contaminated paper towel, rags and saw dust	Lubricant oil waste container	Gas cylinders			
Other e.g. lab coats, gloves, pipette tips, absorbent pads, and general laboratory trash including any other waste associated with the laboratories that may emerge.	Biohazardous waste (usually from first aid)	All other chemicals used in laboratory environments in cleaning chemicals (e.g. acetone, ethanol)			
Scrubber liquid waste					
N.B A list of all the chemicals used at NMISA will be attached to this specification for reference.					
Table 2. Waste inventory for Cape Town					
Waste Inventory					
Empty glass /plastic chemical bottles	Solvents	Expired Chemicals in plastic and glass bottles			
Liquid scintillation cocktails (E.g. Ultima Gold)	Broken glassware and sharps	Other e.g. lab coats, gloves, pipette tips, absorbent pads, and general laboratory trash including any other waste that may emerge.			
N.B Refer to RS-CHM-0001-15 for all chemicals used at Cape Town and all those that will be disposed on page 8.					
11. Sub-service providers					
- Only sub-service providers who have previously successfully completed work of the type and extend specified in this document should be engaged. - The service provider shall submit a complete list of proposed sub-service providers.					
12. Rules for Quotations					
Quotes must comprise pricing for waste streams as well as the classification (including the classification report).					
For commercial queries please contact: Supply Chain Tel: 012 947 2788 e-mail: scm7@nmisa.org (Please refer to the attached Technical Specification for further details: Technical Specification-FSM EC&I Integration) if applicable					
			Total Price (excl. VAT)		
			15% VAT		
			Grand Total (incl. VAT)		

NOTES TO SUPPLIER

- Suppliers are required to respond with a quotation containing their company letterhead, where possible. Alternatively, they should include their pricing in this TOR and .
- NMISA is a schedule 3A public entity according to PFMA and effects payments when all goods and services are delivered in full.
- Quotations should be firm and valid for at least a period of 30 days
- Quotations must clearly indicate delivery period
- *All Supplier quotations are subject to the provisions of the attached **SBD forms**.*
- For pricing above R2 000.00 - BBBEE certificate must be attached.
- Quotations should be sent to scm7@nmisa.org
- *The response should reach NMISA not later than 23 October 2026 at 12h00*