



ANNEXURE A

TERMS OF REFERENCE

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE RECYCLING AND DESTRUCTION SERVICES
(NON-COMPLIANT PRODUCTS) TO THE NRCS FOR A PERIOD OF 60 SIXTY MONTHS
(NRCS 003-2024/2025)**

**NON-COMPULSORY BRIEFING SESSION TO BE HELD ON 03 DECEMBER 2025 @ 10:30-12:30 (NRCS PRETORIA OFFICE,
NRCS CAPE TOWN OFFICE, NRCS DURBAN OFFICE, NRCS PORT ELIZABETH OFFICES AND NRCS BLOEMFONTEIN OFFICE)
NON-COMPULSORY BRIEFING SESSION TO BE HELD ONLINE - BIDDERS WHO ARE INTERESTED IN JOINING THE SESSION
SHOULD SEND THEIR EMAIL ADDRESS TO GLENDA.MATHANE@NRCS.OR.ZA BEFORE THE DATE OF THE SESSION FOR
LOGISTIC PURPOSES BEFORE 01 DECEMBER 2025**

10 DECEMBER 2025 @ 11:00

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TERMS OF REFERENCE / SPECIFICATIONS

1. BACKGROUND

The NRCS' mandate is to ensure human health and safety, and to protect the environment as prescribed in the National Regulator for Compulsory Specifications Act, 2008 (Act 5 of 2008), hereinafter called the NRCS Act, the Legal Metrology Act, 2014 (Act 9 of 2014), hereinafter called the LM Act.. The NRCS has various business units responsible for conducting market surveillance inspections across the range of compulsory specifications within their area of responsibility.

The NRCS removes non-compliant goods from the market and the port of entry daily to protect the local industry and the consumers. The NRCS has the power, amongst other powers, to destroy the identified and confiscated non-compliant products.

2. PURPOSE

The NRCS seeks to appoint a panel of service providers to destroy non-compliant products as identified. The service provider is expected to implement an environmentally friendly waste management solution.

The destruction or recycling of products is a continuous process, dependent on the products found to be non-compliant in the market. During this contract, there will be multiple destruction engagements.

3. SCOPE OF WORK / DELIVERABLES

3.1. The NRCS requires reputable service providers who comply with the requirements of the National Environmental Management Waste Act 2008, to destroy and/or recycle the non-compliant goods attached in Annexure B.

- Electrotechnical Products.
- Automotive Products.
- Chemicals, Materials and Mechanical Products.
- Legal Metrology Products; and
- Food and Associated Industries

The service providers must provide transportation for the non-compliant goods from the NRCS-mandated storage facilities nationwide to the destruction site.

3.2. The service providers must be able to do the following, amongst others:

- Destroy or recycle all/ or some goods as listed in Annexures.
 - Indicate capability to transport, destroy or recycle products listed in Annexure B separately.
 - Provide proof of suitable transport to transport products from the NRCS-mandated Storage Facilities to the destruction site.
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- Lift, stack and pack non-compliant goods from the NRCS-mandated Storage Facilities to the place of destruction site.
- The preferred bidders must indicate their operational sites (places where these services can be provided);
- Provide labour to lift, stack and pack non-compliant goods.
- Securing of non-compliant goods at all times whilst in their possession.
- Compliance with all applicable legislation.
- For hazardous waste, including but not limited to chemicals, must be able to do classifications and/or provide the relevant certification.
- If required, a marquee/tent and refreshments for stakeholders witnessing the destruction.

4. DURATION

The duration of the project is five years, sixty (60) months from the date of appointment, and the NRCS may conclude a Service Level Agreement with the preferred bidders.

5. SPECIAL CONDITIONS OF THE TENDER

- 5.1. The NRCS reserves the right to impose penalties should the service provider fail to perform the services within the specified period(s) in the contract, deduct from the contract price, as a penalty, a sum calculated on the unperformed services using the current prime interest rate.
- 5.2. The preferred bidders are to submit/provide a disposal certificate to the NRCS of the products once they have been destroyed.
- 5.3. The NRCS may disqualify any bidder whose proposal contains a misrepresentation which is materially incorrect or misrepresented.
- 5.4. Confidentiality
 - 5.4.1. Bids submitted will not be revealed to any other bidders.
 - 5.4.2. All information pertaining to the NRCS obtained by the bidder as a result of participation in this bid is confidential and must not be disclosed without written authorisation from the NRCS.
- 5.5. The NRCS will not be held liable in case of negligence and recklessness by or on the part of the service provider from the collection, transportation and destruction of products. The NRCS requires the preferred bidder to ensure they have sufficient cover for loss of non-compliant products in their possession.
- 5.6. Any proceeds emanating from the recycling process should be offset from the pricing to the NRCS.
- 5.7. The NRCS may negotiate with all or some of the bidders in relation to the prices quoted. NRCS reserves the right not to appoint any bidder whose prices are not market-related.
- 5.8. Bidders will be permitted to view the products in advance for quoting (pricing) purposes.
- 5.9. The NRCS reserves the right to confirm the capability of the bidder.
- 5.10. The NRCS reserves the right to amend the scope of work by adding products for recycling/destruction as and when regulations or compulsory specifications are amended or developed and gazetted from time to time

6. Procurement policies and procedures

- 6.1 The general conditions of tender, the National Treasury General Conditions of Contract (GCC), Service Level Agreement and order will apply to this tender.

- 6.2 The NRCS reserves the right to award the bid in whole or in part.
- 6.3 The successful service providers will be registered as part of the panel for a period of 5 years
- 6.4 The Panelists will be invited for a quote or bid, based on the applicable category(ies) in instances where a need arises, and such RFQ/Bid invitations will be subjected to an 80/20-point scoring system as per PPPFA and its Regulations 2022.

7. MINIMUM REQUIREMENTS

Failure to comply with and adhere to the following mandatory requirements will invalidate the bid:

- a) The Company must be in possession of a waste management license issued under the National Environmental Management: Waste Act 59 of 2008.
- b) Submission of late bids will not be accepted

NB: The prospective bidder must be registered on the Central Supplier Database (CSD) prior to submitting bids

The following key information will be accessed and verified on CSD, namely:

- i. Business registration, including details of directorship and membership.
- ii. Tax compliance status

Bidders must complete and sign the SBD 1:3.1, 4, 6.1 forms as mandated; failure to do so may lead to disqualification or non-allocation of preferential points where applicable.

8. FUNCTIONALITY EVALUATION CRITERIA

NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below (e.g. details of relevant previous work undertaken, letters from previous /current clients, etc.).

The minimum required score for functionality is 70 points, and any **bidder scoring less than 70 points will not be considered for further evaluation**. Service Providers that meet the minimum functionality threshold of 70 points will then be enlisted in a panel. For all service providers enlisted in the panel, they will be invited to quote or tender as and when a need arises for the destruction of specific categories of non-compliant goods during the tenure of the panel.

No	Criteria		Points
1	Reference Letters/ Past Relevant Experience References should be presented in the form of written, signed letters on an official letterhead and from clients where similar services have been rendered.	<ul style="list-style-type: none"> • 1 letter = (1 Value) • 2 letters = (2 Value) • 3 letters = (3Value) • 4 letters = (4 Value) • 5 letters = (5 Value) Failure to submit written, signed reference letters on official letterhead will result in a score of zero (0).	10 Points
2	Methodology and Project Plan on how the products will be destroyed and recycled		
2.1	Capacity to transport and destroy or recycle. If the bidder has capacity in CPT, DBN, PE, BLM, PTA/JHB and 90% capacity to deliver in terms of annexure B (Value =5)	The service provider must demonstrate that they have the necessary capacity to provide the destruction services as required by the NRCS, and an outline of how the services are to be rendered (processes, certification, and all locations)	70 Points

	<p>If the bidder has capacity in CPT, DBN, PE, PTA/JHB and 80% capacity to deliver in terms of annexure B (Value =4)</p> <p>If the bidder has capacity in CPT, DBN, PTA/JHB and 70% capacity to deliver in terms of annexure B (Value =3)</p> <p>If the bidder has capacity in CPT, DBN, PTA/JHB and 60% capacity to deliver in terms of annexure B (Value =2)</p> <p>If the bidder has capacity in CPT, DBN, PTA/JHB and 50% capacity to deliver in terms of annexure B (Value =1)</p> <p>Capacity to deliver is further substantiated by:</p> <ul style="list-style-type: none"> • The bidder is to show the mode of transport to deliver the products as stipulated in the scope of work (is the transport fit for purpose). Per each cluster of products: Automotive, Electrotechnical, Foods, Chemicals, Materials and Mechanical, and Legal Metrology (various Products) • The bidder to provide a method of destruction or recycling, a list of equipment/s to be used to destroy and or recycle the products as stipulated in the scope of work. Per each cluster of products: Automotive, Electrotechnical, Foods, Chemicals, Materials, Mechanical and Legal Metrology (various Products) • The bidder is to show in their project plan how hazardous products and electronic waste will be identified, handled and destroyed 		
2.2	<p>The bidder must demonstrate the measures to ensure the safety and security of non-compliant products within their custody in Durban, Cape Town, Port Elizabeth, and Pretoria/JHB.</p> <ul style="list-style-type: none"> • The service provider must provide total warehouse temporary storage of products destined for destruction, measuring a minimum of 2000m², perimeter fence or wall and security guards (Value =5) • The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 2000m², and security guards (Value =4) • The service provider must provide total warehouse temporary storage of products destined for destruction, measuring a minimum of 1500m², perimeter fence or wall and security guards (Value =3) • The service provider must provide total warehouse temporary storage of products destined for destruction, measuring a minimum of 1000m², perimeter fence or wall and security guards (Value =2) • The service provider must provide total warehouse temporary storage of products destined for destruction, measuring a minimum of 800m², perimeter fence or wall and security guards (Value =1) • No security guards and premises measuring below 800m² = 0 	20 Points	

	NOTE: Total warehouse space is for all regions (CPT, DBN, PE, PTA/JHB) combined	
Minimum threshold		70 Points
Total		100 Points

The bids will be evaluated on a scale of 0 to 5. Each panel member will rate individual criteria on the score sheet using the following scale

Value	Description
5 -	Excellent. Meets and exceeds the functionality requirements
4 -	Very Good Above average compliance with the requirements
3 -	Good, Satisfactory, and should be adequate for the stated element.
2 -	Average Compliance with the requirements
1 -	Poor, Unacceptable, does not meet set criteria.
0	Non-submission

The value scored for each criterion will be multiplied by 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 requirements.

8. PACKAGING OF BID

The bidder shall place the Bid Proposal envelopes into an outer envelope or package, and must be clearly marked as follows: NB: The bid proposal envelope shall contain one original hard copy document, clearly marked “original”, and three (3) hard copies, clearly marked “Copy” (i.e. three documents to be included in each envelope. A soft copy should also be submitted, preferably on a USB flash drive.

Bid No. NRCS 003-2024/2025

Description: Appointment of a panel of service providers to provide recycling and destruction services (non-compliant products) to the NRCS for a period of 60 (sixty) months (NRCS 003-2024/2025).

Bid closing date and time: 10 December 2025 at 11H00 (Submission of late bids will not be accepted)

Name and address of the bidder: _____

NB: The bid proposal envelope shall contain one original hard copy document, clearly marked “original”, and three (3) hard copies, clearly marked “Copy” (i.e. three documents to be included in each envelope. A soft copy can also be submitted, either by memory stick or disc.

Bidders can courier the bid proposal; however, the onus is on the bidder to ensure that their bid proposal is received by the NRCS by the due date and time.

9. BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

Description	Submitted (Yes/No)	Description
Schedule 1	Valid and original SARS Tax Clearance Certificate – CSD Report will be used to verify Tax Compliance status	
Schedule 2	Latest company registration certificate from the Companies and Intellectual Property Commission (CIPC) / Proof of company registration -	
Schedule 3	Proof of accreditation in terms of the Waste Accreditation Act No 59, of 2008	
Schedule 4	Functionality Evaluation Criteria Documentation	
Schedule 5	Certified ID copies of the directors/trustees/shareholders and their shareholding percentages	
Schedule 6	Original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating your	