

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

RFQ/SCM/GWRS/09/2022-2023

GENERAL WASTE REMOVAL SERVICES FOR A PERIOD OF 33 MONTHS

1. Introduction

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

2. Background

The SACAA head office is located inside Waterfall Park, Bekker Street, Midrand. It has two buildings adjacent to each other namely Building 16 at Treur Close and Kernick House. The Building 16 operates as the main SACAA building.

Due to the numerous quantities of daily generated waste from canteen and daily offices cleaning, SACAA is looking for waste removal service provider that will be expected to provide waste removal services once a week.

3. Waste Removal Process

Waste from offices and canteen is removed by the cleaning service provider to the outside bins that are provided by the waste removal service provider. The waste removal service provider will be expected to collect the provided bins once a week and ensure that the waste is disposed of in a responsible manner.

4. Scope of Work

During the term of contract, the service provider shall place bins as per below at the designated area(s) that will be identified by SACAA.

- Provide and place required bins that are clean,
- Always ensure the placed bins are in good condition and presentable,
- Collect bins once a week,

- Transport and dispose of the bins in a responsible manner i.e. at the approved landfill/ disposal sites,
- Ensure the removal transport does not leak oil on the pavement,

4.1 Supply of Equipment (on rental basis),

- Two (2) x 6m³ skip bins to be placed in the Main Building (Building 16 Treur Close),



- Ten (10) x 240 L wheel bins, to be placed in Ikhaya Lokundiza II,



4.2 Type of Waste

- Food waste generated from SACAA communal kitchens and canteen
- Plastics
- Paper

4.3 Collection Frequency

Collection will be made at a suitable frequency to ensure good housekeeping is maintained in all waste areas. The bins must be collected once a week i.e., one specific day must be allocated to SACAA, e.g., if it's Thursday it must be Thursday every week.

5. Inspections and Audits

SACAA always has a right to inspect and audit the facilities of the service provider. Corrective measures must be taken at the cost of the service provider to address non-compliance's that may be found.

6. Duration of Contract

The contract would be for a period of 01 April 2023 until 31 December 2025, and payment will be made on monthly basis.

Prospective bidders are however advised that SACAA is in a process of acquiring new premises, should the move to new premises take place during the contract period, SACAA shall inform the appointed service provider in writing 30 (thirty days) prior to moving offices and this agreement shall be terminated at no penalty to the SACAA.

7. Compulsory Compliance Document

7.1 The service provider must submit together with their proposal the Waste Landfill Registration with Gauteng Department of Agriculture and Rural Development for use when reporting to the Gauteng Waste Information Centre.

7.2 Submit fully completed Bidders Disclosure Form (SBD4 Form).

7.3 Central Supplier Database (CSD) Supplier Number, MAAA...

8. Cost Proposal

All prices must be quoted for in South African Rand (ZAR) and it must cover all cost associated with waste management services required by SACAA as per number scope of services above.

Period	Monthly Price (Incl. VAT)	Yearly Fee (Incl. VAT)
April 2023 – December 2023		
January – December 2024		
January – December 2025		
TOTAL PRICE		

Bidders are welcome to include the detailed pricing schedule with their quotations, however SACAA will still like the summary above for contract purposes.

Service provider to state if the price quoted as per above is firm for the duration of the contract or provide details of basis on which price adjustment shall be applied. All additional cost associated with the bidder's offer must be clearly specified and included in the total price.

Payments of invoices will be made within 30 days from date of invoice. Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal

The following PPPFA formula is used to evaluate price:

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

P_s = Points scored for price of the bid under consideration.

P_t = Rand value of bid under consideration.

P_{\min} = Rand value of lowest acceptable bid.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows: Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal (B-BBEE Status Level of Contributor).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
Total points for Price and SPECIFIC GOAL	100

POINTS AWARDED FOR SPECIFIC GOAL

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

9. Submissions for bids

Submissions must be submitted electronically via email to caaquotes@caa.co.za by **Monday, 20 February 2023, 11h00.**

Compiled by Nokulunga Buthelezi: Facilities Manager

Approval by Nomasomi Mgandela: SM: Supply Chain Management