



KWAZULU - NATAL
SHARKS BOARD
Maritime Centre of Excellence



**Terms of Reference (TOR)
for the Appointment of a Service Provider to
Dispose of infectious and chemical liquid waste from KZNSB-HQ**

1) Purpose

The purpose of this submission is to obtain approval to appoint a registered and licensed medical waste management company for a one-year period to provide waste disposal services at the KwaZulu-Natal Sharks Board (KZNSB) Headquarters in Umhlanga. The appointed service provider will be responsible for the safe collection, transportation, treatment, and disposal of infectious, hazardous, and liquid healthcare waste generated by the Research and Monitoring Division, ensuring compliance with all applicable health, safety, and environmental regulations governing Healthcare Risk Waste (HCRW).

2) Motivation

The appointment of a medical waste management service provider is necessary to:

- Ensure compliance with national and local regulations governing the handling, transport, and disposal of medical and chemical waste.
- Protect staff, visitors, and the community from exposure to infectious and hazardous materials.
- Promote environmental safety through the proper treatment and disposal of healthcare risk waste.
- Improve operational efficiency by appointing a single accountable service provider.
- Reduce legal, health, and financial risks associated with improper waste disposal.

3) Specifications:

- The appointed service provider must be able to collect and dispose of the following waste generated by the laboratory:

A) Laboratory infectious waste

- Blood-contaminated materials
- Materials contaminated with bodily fluids
- Used paper towels
- Pipette tips, cryovials, tubes and vials
- Petri dishes
- Gloves
- Storage boxes
- Syringes

B) Sharps waste

- Needles
- Scalpels
- Syringes with needles

C) Chemical waste

- Used or unused labelled laboratory chemicals (e.g. Formalin, Ethanol and other laboratory reagents).
- Due to the current laboratory activity levels, waste collection will be conducted on a call-out basis once containers reach capacity. Suppliers are requested to provide quotations based on a monthly call-out service.
- The service provider must supply, collect and dispose of the following items monthly from the Research Division at the KwaZulu-Natal Sharks Board:

Item No.	Description	Qty
1	2.5L Sharps Containers (for Sharps waste)	2
2	45L RUC Treatment and Sanitation (for infectious waste)	2
3	5L Jerry Cans for Liquid Waste (for chemical liquid waste)	4

- Waste should preferably be removed within 72 hours of the call-out request. Service provider personnel must always wear the required personal protective equipment (PPE). All waste handling, storage, transport and disposal must comply with South African Health Care Risk Waste (HCRW) regulations, and waste must be transported by licensed contractors in properly labelled vehicles.
- The service provider must provide the KZNSB with the following documentation:
 - Waste Manifest / Tracking Form
 - Safe Disposal Certificate (Certificate of Destruction)
 - Waste Collection / Service Report
 - Contractor compliance documentation (Waste Transport Permit, Waste Management Licence, Hazardous Waste Handling Permit)
 - Vehicle and Transport Permits
 - Treatment Facility Licence
- The provider must be fully licensed to manage medical waste, maintain documentation for regulatory audits, ensure staff are trained in safe waste handling, and agree to the out-clause in the Terms of Reference (ToR) should service requirements not be met.

TOR for service provider to remove medical waste from RMD 2026

4) Financial Implications

The estimated annual cost for infectious/medical and liquid waste removal services is for a period of one-year and must be based on the items 1-7 listed below:

Item No.	Description	Qty
1	2.5L Sharps Containers (to be removed and replaced monthly)	2
2	45L RUC Treatment and Sanitation (to be removed and replaced monthly)	2
3	5L Jerry Cans for Liquid Waste (to be removed and replaced monthly)	4
4	Treatment and Disposal of Infectious Waste (per kg/month)	-
5	Treatment and Disposal of Chemical Waste (per kg/month)	-
6	Transport Levy from Site (per month)	-
7	Safety File (once-off)	-

6) OUT-CLAUSE

Should the service provider not deliver the services agreed upon, KZNSB is within its right to terminate the contract immediately as long as the service provider has been given one previous warning of unsatisfactory service delivery.

TOR for service provider to remove medical waste from RMD 2026

Board of Directors: Mr Sipho Mkhize (Chairman), Dr Raymond Ngcobo (Deputy Chairman), Mr Sahlulele "Zef" Luzipo, Ms Deborah Ewing, Prof Rudy van der Elst, Ms Shakita Maharaj, Ms Fikile Mngomezulu, Ms Nomagugu Simelane-Zulu, Mr Sikhumbuzo Mpanza, Ms Ntokoza Maphumulo, Mr Mthokozisi Radebe (CEO & Ex Officio Board Member)