



Operational Capacity & Capability Questionnaire:

This questionnaire will be used to assess the operational capacity and capability of bidders, and its financial ability to operate and run the services.

This information will be used to test bidding prices, as well as other parts of the bid.

Bidders must submit answers on a separate sheet (word document) that address ALL the questions.

Failure to answer and address **ALL** the questions will invalidate your bid. Bidders to include supporting documents and reference it to the numbers in the questionnaire.

1. THIS SECTION RELATES TO THE EXPERIENCE YOU HAVE IN THE HEALTHCARE RISK WASTE INDUSTRY.

- 1.1. Company profile (brief overview of the business profile, clients you serve and sector/s you are involved with, demonstrate an operational presence in South Africa)
- 1.2. Include a detailed organogram of the business (who reports to who, management structure/s, financial accounting structure/s, operational structure/s)
- 1.3. What does your corporate structure look like? (does your company have shareholders, sister companies or affiliations if so kindly provide us with that information)

2. THIS SECTION RELATES TO THE LOGISTICAL PLAN THAT WILL ENABLE THE SUSTAINABLE RENDERING OF THE SERVICE.

- 2.1. How will collections be managed with details of logistical plan linked to pick-up points? Explain your plan of action to cover the collection points, and the systems and processes to do this that is linked to the pick-up locations and the frequency of the collections at the various locations.
- 2.2. Provide a HCRW flowchart: A clear explanation of how the different types/streams of waste will be transported, separated, stored, treated and disposed of and should indicate on the flowchart where each of these processes will take place per waste stream.

3. THIS SECTION COVERS THE OPERATIONAL COSTING

- 3.1. Please provide evidence of the current financial capacity of your organisation. In support of this assessment, kindly provide the most recent audited annual financial statements of your organisation.



3.2. Bidders are required to describe their financial governance framework. Please explain the internal and external financial governance structures and mechanisms employed by your organisation, including but not limited to:

- Internal financial controls, policies, and oversight arrangements;
- Internal audit or assurance functions and their reporting lines;
- External governance structures such as external audits, audit committees, boards, or equivalent oversight bodies;

3.3. What is your ability to access capital, or your ability to borrow funds if more capacity is needed to render this service?

3.4. What expansions are needed for your organisation to render this service? Do you need to procure, or lease any equipment to get into a position to render this service? If so, what are the details of that, what is the anticipated cost of that, and how will it be funded? (not limited too - equipment, agreement with suppliers, vehicles, staff, buildings, consumables, insurance, IT, infrastructure, licensing ect)

4. THIS SECTION COVERS THE OPERATIONAL COSTS THAT WERE ESTIMATED TO RENDER THE SERVICE, AND PROVIDES ASSURANCE THAT THESE COSTS WERE INCLUDED IN THE BID PRICES

Total estimated operational costs to render the services - specific categories:
These points be addressed in the sheet below.

- 4.1. What is your current staff complement?
- 4.2. What is the estimated staff cost (cost to company), and the estimated number of staff that company will employ to render this service?
- 4.3. What is the estimated cost of equipment that the company will incur to render this service?
- 4.4. The estimated cost of vehicles and the estimated cost for fuel?
- 4.5. What is the estimated value of insurance cost that will be added to the company's expenses to cover potential liabilities associated with this service? (example Public Liability Insurance minimum cover of 20 million rand ect)

Bidders/contractors must understand that in both scenarios (sub-contracting and out-sourcing) that they as the Main Bidder/Contractor is ultimately accountable and responsible for this contract and all its requirements.

I, hereby acknowledge that I have read and understand all of the above conditions of this Annexure:

SIGNATURE OF BIDDER:

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

DATE:

STAFF:

| Current Capability | | | | FORECAST FOR THIS CONTRACT | |
|--|-------------------------|--|----------------------------------|--|------|
| Staff details per Category | Current Number of Staff | Permanently Employed (PE) or on Contract (C) | Indicate: In-House or Outsourced | Number of staff needed to service this contract (forecast) () | Cost |
| Management staff – Finance | | | | | |
| Management staff – Accounts | | | | | |
| Management staff – Operations | | | | | |
| Administrators/ Admin staff | | | | | |
| Finance staff | | | | | |
| Operators/Drivers | | | | | |
| Labourers (Driver's Assistants) | | | | | |
| Estimated Total amount of staff to be used for the successful implementation of this contract (current and forecast) | | | | Estimated Total Cost: | |

VEHICLES:

| CURRENT CAPABILITY | | | | FORECAST FOR THIS CONTRACT | | | |
|---|------------|----------|--------------|------------------------------|----------|--------------|-----------------|
| Vehicle Loading Capacity | Make/Model | Quantity | Cost of fuel | Vehicle Loading Capacity | Quantity | Cost of fuel | Cost of vehicle |
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| | | | | | | | |
| Estimated Total amount of vehicles to be used for the successful implementation of this contract (current and forecast) | | | | Estimated Total cost: | | | |

OTHER:

| Current Capability | | FORECAST FOR THIS CONTRACT | |
|--------------------|----------------|----------------------------|----------------|
| Equipment | Estimated Cost | Equipment | Estimated Cost |
| | | | |
| | | | |
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| | | | |
| | | Insurance cost | Estimated Cost |
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