

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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REQUEST FOR QUOTATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE WASTE MINISATION AND REMEDIATION (5) DAYS

Background

MISA is committed to promoting sustainable environmental practices, reducing waste generation, and ensuring compliance with relevant environmental legislation and industry standards. Waste minimisation and remediation are key elements in achieving a cleaner production environment, reducing costs, and minimising the ecological footprint of operations. To strengthen internal capacity and enhance environmental stewardship, the organisation seeks to appoint a suitably qualified and experienced service provider to deliver a five-day Waste Minimisation and Remediation Training Programme to selected employees.

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	WASTE MINIMISATION AND REMEDIATION COURSE The short course on Waste Minimization and Remediation is designed to explore various strategies that can be implemented to effectively utilize waste. The course should focus on environmental regulations that govern refuse collection and disposal, with an emphasis on recovery, reuse, and energy generation. It aims to enhance the technical knowledge of participants in Life Cycle Assessment (LCA) and the implementation of the 'Cradle to Grave' approach for proper product	10 Officials

	development. Additionally, the course covers waste valorisation using pyrolysis and carbonisation processes, utilising both refuse and biomass waste streams as feedstock. Examples of products such as paper, plastic, cloth, tires, etc. will be used to demonstrate the benefits of considering LCA at the point of generation. The course also delves into other waste streams, including Marula, coconut, peanut, molinga, and wood bulk, and discusses their potential as GAC sources for water treatment and as energy storage materials for renewable energy sources such as solar and wind energy	
2.	Project Duration: 5 days	
3.	Venue: Around Pretoria including catering (breakfast and lunch)	
4.	SPECIAL CONDITIONS NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s: 4.1. Experience of the Service provider: <i>Only service provider/s who have provided Waste Minimisation and remediation training will be accepted.</i> <i>Service Providers must be accredited to provide the required Training (Attach proof of accreditation).</i> <i>Must be accredited with a relevant SETA (e.g., Energy and Water Sector Education and Training Authority – EWSETA, Local Government SETA – LGSETA, or other SETA with scope for environmental management/waste management unit standards).</i> <i>Service provider must provide at least 1 reference letters confirming that they have successfully delivered the required training in the last 3 years.</i> <i>letter must have been written and signed by the representative (on client company letter heads) of the previous and or current client of the service provider confirming that the service provider has rendered required training in the last 3 years.</i> <i>The contact details of the client writing the letters must be contained in the letters.</i> <i>The letters should clearly state which services were rendered by the service provider and the duration thereof.</i> 4.2. Experience of the Facilitator: <i>The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training in the last 3 years.</i> <i>Registration with a recognised environmental professional body such as the Institute of Waste Management of Southern Africa (IWMSA), South African Council for Natural Scientific Professions (SACNASP), or equivalent, will be advantageous.</i>	

	• <i>The CV must clearly indicate the contact details of the organization/s that the facilitator has conducted the required training for and the dates on which the training was provided.</i> <i>MISA may at its discretion verify details contained in the letters.</i> RATIONALE OF THE EXPERINCED SERVICE PROVIDER AND THE FACILITATOR MISA intends to ensure that the appointed Service Provider and the facilitator have the sufficient experience to render the required training to the best practise.
5.	Deliverables The appointed Service Provider will be expected to provide Certified Waste Minimisation and Remediation for a period of 5 days including catering. • ☐ Detailed training plan and agenda. • ☐ Training manuals and presentation slides. • ☐ Attendance registers for all training days. • ☐ Certificates of attendance/completion • ☐ Post-training evaluation report summarising outcomes, participant feedback, and recommendations. •
6.	• Pricing Schedule • See Annexure A: • Quotation must be on the letterhead of the company

ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price Excl VAT
WASTE MINISATION AND REMEDISATION FOR A PERIOD OF 5 DAYS	10 officials	R
Venue		R.....

Catering	R.....
Sub-Total	R.....
Vat	R.....
Total Price (Inclusive of other costs)	R.....