

**SECTION 2.1: SPECIFICATIONS****2.1.1 COLLECTION OF RECYCLABLE WASTE IN HESSEQUA MUNICIPAL AREA**

<b>SPECIFICATIONS</b>	<b>COMPLY YES/NO</b>	<b>PAGE TO REFERENCE</b>
<p><b>2.1.1.1 Areas to be covered.</b></p> <p>Hessequa Municipality invites bids from service providers to submit proposals for the collection of recycling waste in the Hessequa Municipal area that include all residential and business premises and landfill facilities in the towns of Albertinia, Gouritsmond, Stilbaai, Jongensfontein, Melkhoutfontein, Riversdale, Vermaaklikheid, Garcia, Heidelberg, Witsand and Slangrivier including all CBD business premises. (Separation of residential premises, business premises and landfill facilities are important). (Landfill facilities at Albertinia, Gouritsmond, Jongensfontein, Melkhoutfontein, Riversdale (Steynskloof), Heidelberg (Droëkloof), Witsand and Slangrivier).</p> <p>The objective of this tender process is to establish recycling as a viable and sustainable venture in order to reduce and eventually eliminate the additional cost encountered by municipalities in relation to waste management.</p>		
<p><b>2.1.1.2 Project Background</b></p> <p>Recycling has been a key focus area for the past 9 years with an ever-growing participation from stakeholders within the municipal area. It is the objective of Hessequa Municipality to grow this practice and thereby reducing the need for building and maintaining huge undesirable land masses as waste disposal facilities. The following key activities are required, and tenderers should bid according to these guidelines although alternative proposals which will yield more benefits to the municipality may be considered as well:</p> <p>A. The tenderer must tender a monthly amount for the implementation of their proposal/s to collect recyclable waste once per week in clear white bags from households and landfill facilities. Arrangements should be made with businesses for the collection of recyclable material. It must be noted that Jongensfontein, Still Bay, Witsand and Gouritsmond are seasonal towns, thus, the waste volumes may double during holidays and therefore will require additional collections. Allowance should therefore be made for additional collections in these towns during peak season.</p> <p>B. Monthly rates must be based on weekly collections in the following towns indicated below. Additional collections at certain business premises that may require additional collection will be for the cost of such businesses which falls outside the scope of works for the municipality. Weekly collections must be done in the following towns / landfill facilities:</p> <ol style="list-style-type: none"> <li>Towns: Riversdale, Still Bay, Heidelberg, Albertinia, Gouritsmond, Melkhoutfontein, Jongensfontein, Vermaaklikheid, Garcia, Slangrivier and Witsand.</li> <li>Landfill facilities: Albertinia, Gouritsmond, Jongensfontein, Melkhoutfontein, Riversdale (Steynskloof), Heidelberg (Droëkloof), Witsand and Slangrivier</li> </ol>		

<p>c. Separate monthly rates must be provided for each town / landfill facility.</p> <p>C. Bags must be of the clear white type, size 750 x 950 in depths for recycling and must be provided by the tenderer and be priced separately to be supplied on the basis of an empty / clean bag for every full bag that is removed at business and households.</p> <p>D. Bags for landfill sites must also be provided by the tenderer.</p>		
<p><b>2.1.1.3 Local Economic Development and Job Creation</b></p> <p>As part of the main objective of this project, it is also Hessequa Municipality's vision to promote local economic development through the promotion of participation and the development of small businesses located in the Hessequa municipal area. It is thus incumbent on each bidder to demonstrate in their proposals how they intend to implement this requirement for the duration of the contract period.</p> <p>Pertaining to this vision, the following is envisaged and should act as guideline for the submission of proposals that include the promotion of local economic development and job creation:</p> <p>That the service provider should aim to appoint, within three months after appointment by Hessequa Municipality, at least four (4) local sub – contractors in the four (4) main towns in Hessequa region (Albertinia, Riversdale, Still Bay and Heidelberg) to be trained and mentored by the service providers during the tender period. One (1) sub-contractor for each main town should be appointed where possible.</p> <p>If it is not possible to appoint one (1) sub – contractor in each of the four different main towns separately, the service provider can use four (4) sub – contractors from anywhere in the Hessequa region to provide the service to the region.</p> <p>The service provider must train and mentor the four (4) sub – contractors from date of appointing of the sub – contractors until the end of the tender period.</p> <p>The service provider will be the mentor of the four (4) sub – contractors and must support the four (4) sub– contractors with administration and operational duties in such a manner so that they will be qualified and proficient in providing the service independently as contractors after the expiration of the contract period, including possible extensions of the contract.</p> <p>The proposals submitted by bidders/tenderers should include but are not limited to include a framework for the implementation of the training and mentoring programme of the sub-contractors. The milestones in the training and mentoring programme should be identifiable for monitoring and evaluation of the service provider as well as the progress of the sub - contractors.</p> <p>In order to promote job creation and local economic development the service provider and appointed sub-contractors must employ employees from the Hessequa region.</p> <p>Any employee that will be employed, must be remunerated in accordance with the requirements and guidelines of the National Department of Labour.</p>		

<p>The appointed service provider must monitor the sub – contractors on a six (6) month basis to evaluate their skills to do the following functions:</p> <ol style="list-style-type: none"> <li>Knowing the areas in the applicable towns to serve the communities by collecting of the recyclable waste.</li> <li>Keeping records of the different types of recyclable waste. (Paper, Tin, Plastic and Glass). (Amounts of tons)</li> <li>Reporting on statistics regarding the collection of all the different types of recyclable waste on a monthly basis</li> <li>Disseminating of environmental education (recycling) pamphlets to schools and general public on a six (6) month basis.</li> <li>Help the sub - contractors to complete and update compulsory SARS and statutory documentation in terms of company registration or any other related matters.</li> </ol> <p>The appointed service provider must send the progress reports of the sub – contractors to the representative of the Technical Service Directorate at Hessequa Municipality every six (6) months after the evaluation were completed.</p>		
<p><b>2.1.1.4 Marketing and Advertising</b></p> <ol style="list-style-type: none"> <li>During implementation, the tenderer must advertise the project and submit a separate price for:             <ol style="list-style-type: none"> <li>Delivering an information pamphlet and empty bag at all households in all residential / business areas, the first week after commencing of the tender and every 6 months thereafter.                     <ul style="list-style-type: none"> <li>The minimum information must include awareness of the recycling program, times and dates for the collection of recycling waste and the types of recyclable waste.</li> <li>The information must be placed on an A4 single sided sheet.</li> <li>The information can also be placed on all local media (for example: Municipal Website, Local Newspaper, etc.).</li> <li>The total number of households in Hessequa is approximately 15 000 which include all towns.</li> <li><b>Tenderer must advertise and market the recycle project at all schools and communities in the Hessequa region at least twice a year.</b></li> </ul> </li> </ol> </li> </ol>		

<p>2. The municipality reserves the right to make use of marketing and advertising as priced by tenderer. Will not be done exclusively by the service provider, Hessequa retains the right to self-promote/market recycling.</p>		
<p><b>2.1.1.5 Reporting</b></p> <p>A. The tenderer must provide a monthly written report to Hessequa Municipality, stating volume/ tonnage and type of collected recycled material with monthly invoices. The tenderer must declare all income generated per category of recycled material from the resale of recyclable waste.</p> <p>B. That a bi-annual report be submitted regarding the progress of the sub-contractors.</p>		
<p><b>2.1.1.6 Collection</b></p> <p>A. The collection of the clear white bags must be done in each residential area the same day at which the municipality collects black bags. Black bags are collected by the municipality as follows:</p> <p>Riversdale: Tuesdays and Thursdays</p> <p>Still Bay: Monday through Friday</p> <p>Jongensfontein: Mondays</p> <p>Melkhoutfontein: Mondays</p> <p>Gouritsmond: Wednesdays</p> <p>Vermaaklikheid: Mondays</p> <p>Garcia: Fridays</p> <p>Heidelberg: Tuesdays and Thursdays</p> <p>Witsand: Wednesdays</p> <p>Slangrivier: Mondays</p> <p><b>B. The collection of recyclable waste at landfill facilities must be done at least once a week.</b></p> <p>C. All clear white bags must be collected before 16:30 on the days that black bags are collected. The bags should be collected once a week every month as days indicated above. Please assume a 4-week period per month for pricing instructions.</p> <p>D. Both parties are free to cancel the contract/ tender with a written notice of 30 days, in which case the tenderer will receive a pro- rata amount for the work completed within</p>		

<p>the notice period. In case of poor performance by the tenderer, a written notice will be issued in which the tenderer will be granted 2 weeks to comply with the conditions of the notice.</p> <p>E. The tenderer will act as employer and must therefore comply with all labour safety or any other applicable legislation.</p> <p>F. A proposed operational plan should be included in the tender document which will incorporate all activities of the recycling process training.</p> <p>G. The tender will commence on a date determined by Hessequa Municipality and will run for a period of no longer than three (3) years.</p> <p>H. Should any waste be dumped for whatever reason, the tenderer will make use of a <b>legal dumping site</b> to dump waste that cannot be recycled. Details of such dumping site will be included in the proposal submitted with the tender document.</p> <p>I. <b>The collection days may be changed with successful bidder.</b></p>		
<p><b>2.1.1.7 Legal Compliance</b></p> <p><b>National Environmental Management: Waste Act; Act 59 of 2008.</b></p> <p><b>Licence or permit to collect recyclable waste.</b></p> <p><b>Proof to be provided with tender document.</b></p>		

**Failure to adhere to the above, will result in your tender being declared non-responsive.**

DECLARATION,

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....DATE: .....

Initials of Service Provider's Authority: .....