

**REQUEST FOR PROPOSALS FOR THE PROVISION OF INTEGRATED WASTE
MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS AT AIRPORTS COMPANY
SOUTH AFRICA - CAPE TOWN INTERNATIONAL AIRPORT**

BID NUMBER: : CIA RFB 7615- 2024

ISSUE DATE : Thursday 06th February 2025

QUERY CLOSING DATE : Friday 28th February 2025 at 15:00

**BRIEFING SESSION AND SITE
INSPECTION DATE
AND TIME** : Tuesday 25th February 2025 at 10:30am
Cape Town International Airport
South Office Block Building
Conference Centre

**SITE INSPECTION
REQUIREMENTS** : Certified copy I.D, reflective vest & safety shoes

BID CLOSING DATE AND TIME : Thursday 06th March 2025 at 14:00

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFB/P/I documents

Tenders are available on www.etenders.gov.za and www.airports.co.za. Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted on or before **Thursday 06th March 2025 at 14:00** using the following method(s):

1.1.1. Hand delivery:

The bid document must be delivered to the address below and must be addressed as follows:

Cape Town International Airport
Airports Company South Africa
Southern Office Block Building
Ground floor

1.1.2. Tender box is located at:

Cape Town International Airport
Southern Office Block
Ground floor
Procurement Offices

- Bidders are requested to submit all bids in the format instructed, no other format will be acceptable.

1.1.3. Proposals must both be in printed format (**an original and a copy**) together with an electronic copy of the bid documents using a USB flash drive or an accessible link. The original will be legal and binding, in the event of discrepancies between any of the submitted documents; the original will take precedence.

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. However, for this bid alternative bids will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this bid invitation, an offer which materially complies with the requirements of this bid. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this bid document.



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1.3. Late Bids

Bids which are submitted after the closing date and time will not be accepted.

1.4. Clarification and Communication

Name: Kamaal Allom

Designation: Senior Buyer

Tel: 021 937 1368

Email: kamaal.allom@airports.co.za

1.4.1. Request for clarity or information on the bid may only be requested until **Friday 28th February 2025 at 15:00**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid /Information invitation.

1.4.2. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.5. Compulsory Briefing Session

A compulsory briefing session will be held on **Tuesday 24th of February 2025 at 10:30 AM**. The session will be held at the following location:

Cape Town International Airport
Airports Company South Africa
Southern Office Block Building
Ground floor

1.6. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this bid document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this bid document. Changes to the bidder's submission will NOT be allowed after the closing date of the bid. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.



1.7. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.7.1. Award the whole or a part of this bid;
- 1.7.2. Split the award of this bid;
- 1.7.3. Negotiate with all or some of the shortlisted bidders;
- 1.7.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.7.5. To reject the lowest acceptable bid received; and/or
- 1.7.6. Cancel this bid.

1.8. Validity Period

- 1.8.1. ACSA requires a validity period of hundred and twenty (120) business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.9.2. ACSA will not disclose the names of bidders until the bid process has been finalised.
- 1.9.3. Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.10. Hot – Line

ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

As a world-class airport and a National Key Point, CTIA has many accolades and continues to accumulate accolades which illustrate the commitment to maintaining the high standards of a world-class airport facility.

The airport serves as the front-end interface with passengers coming into the province/country, therefore it is important that we always make a good first impression to ensure that passengers continue to visit South Africa well into the future.

It is therefore important that ACSA appoint a contractor that will manage and remove waste at Cape Town International Airport in a sustainable manner at the lowest costs while ensuring compliance to Environmental, Health & Safety and Aviation related legislation.

The service required includes waste collection, classification, sorting, bailing, removal, and disposal of waste at an appropriate landfill/disposal/recycling/repurposing site(s). In addition, Cape Town International Airport is committed to the reduction of pollution resulting from its activities as well as improving its environmental performance through adopting and implementing approaches that are environmentally sustainable. This comprehensive waste management service will aim to ensure significant reduction of its negative impact to the environment in alignment with the Environmental Management Policies adopted by ACSA.

The Cape Town International Airport's approach is to identify alternative solutions for its waste and thereby reduce its quantities for disposal at the landfill site(s) and improve on recyclables. The key objectives for this programme are to:

- Sort, store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/disposal site(s).
- Ensure that there are sufficient facilities for handling and disposal of waste within the airport.
- Ensure that the Airport's waste is disposed of in a responsible manner, i.e., at approved landfill/disposal/reuse/recycling sites.
- Ensure that waste streams do not result to a nuisance to Airport users.
- Ensure scalability of monetary amounts payable depending on waste generated per month.

Continuous improvement efforts will be undertaken to minimize waste upstream and sortation at source methodologies. This could necessitate the diversion of waste streams during the course of the contract. The Service Provider will be monitored and measured on performance aimed towards zero waste to landfill (percentage diverted from landfill).

Purpose of the tender

The purpose of this tender is to request proposals for the provision of Integrated Waste Management Services at Cape Town International Airport for a period of five (5) years.

The successful bidder is to ensure that the designated areas are serviced as specified as well as ensure that business continues while the designated areas are being serviced.

Scope of Work

The Airport(s) generates general waste, hazardous waste and recyclables.



The categories include:

<ul style="list-style-type: none"> • General Waste <ul style="list-style-type: none"> ○ Wet/Liquid ○ Waste food generated from the airport precinct. ○ Solid waste from the airport precinct. ○ Textile waste (Clothing, discarded uniforms etc.) 	<ul style="list-style-type: none"> • Hazardous Waste <ul style="list-style-type: none"> ○ Galley waste ○ Oily rags ○ Solvents / sludge ○ Paint containers and used oil cans. ○ Liquids, Aerosols and Gels (LAGS) ○ General solid hazardous waste. (Multiple classifications) ○ General liquid hazardous waste (Multiple classifications) ○ Infectious waste (Related to communicable illness/virus/diseases) ○ Medical waste 	<ul style="list-style-type: none"> • Recyclables <ul style="list-style-type: none"> ○ Plastics ○ Paper ○ Oil ○ Metal ○ Food Waste ○ Fluorescent tubes ○ Batteries ○ E-waste ○ Other
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Waste is generated in the following areas:



- Terminal Building/Service yards
- ACSA airside areas/Aprons
- ACSA landside areas/Security Kiosks
- Airport Oval Office Building
- Cargo Division
- Car Rental Area
- Fire Station
- Maintenance Workshop Area

SITE SPECIFIC ACTIVITY SCHEDULE

SCOPE OF WORKS		
SITE COLLECTIONS		
Route 1		
Satellite Stations <ul style="list-style-type: none"> • MSO • Terminal North • Basement South • Any new station identified along this route for the duration of the contract 	1.	Provide new colour coded wheelie bins for designated areas at start of contract for the collection of waste. Service provider to provide enough waste bins to allow for rotation of bins on a daily basis. (refer to the collection point roster for number of bins needed at each station at any given time, note that the bidder must make provision for additional bins for rotation)
	2.	Ensure satellite station is in a clean and hygienic state from commencement of airport operations daily/start of shift.
	3.	Collect full or soiled wheelie bins and transport by vehicle to basement sortation facility for processing and cleaning.
	4.	Replace wheelie bins that have been removed with clean bins.
	5.	The service provider is to make the necessary allowances for rotation of bins as ACSA only scheduled the number of bins required to be deployed at any given time.
	6.	Service Provider to ensure good housekeeping standards are always maintained.
	7.	The service provider will ensure that broken and damaged bins are taken out of circulation and are replaced.
	8.	In addition the service provider will ensure daily inspections are carried out every morning. The supervisor will determine if deviations from the agreed schedule are required based on site conditions . ACSA may call upon the service provider to amend the schedules from time to time based on prevailing site conditions as well as following assessment of service levels rendered.
Route 2		
Airside		
	1.	Provide new colour coded wheelie bins for designated areas at start of contract for the collection of waste. Service provider to provide a sufficient number of waste bins to allow for rotation of bins on a daily basis. (refer to the collection point roster for




<ul style="list-style-type: none"> Air Mercy Services (AMS) Area Maintenance, Fire & Rescue & Stores North Gate (Airside) Charlie Apron Alpha Apron South Gate (Airside) Staff Processing (Airside) Fuel Forward Facility Delta Apron Any new station identified along this route for the duration of the contract. 		number of bins needed at each station at any given time, note that the bidder must make provision for additional bins for rotation)
	2.	Ensure collection points is in a clean and hygienic state from commencement of airport operations daily/start of shift.
	3.	Collect full (75% of bins capacity) or soiled wheelie bins and transport by vehicle to the basement sortation facility for processing and cleaning.
	4.	Replace wheelie bins that have been removed with clean bins.
	5.	Service Provider to ensure good housekeeping standards are maintained at all times.
	6.	The service provider will ensure that broken and damaged bins are taken out of circulation and are replaced.
	7.	The service provider must make allowance for additional clean bins for rotation as ACSA has only provisioned the number of bins that will be deployed at any given time.
	8.	In addition the service provider will ensure daily inspections are carried out every morning. The supervisor will determine if deviations from the agreed schedule are required based on site conditions . ACSA may call upon the service provider to amend the schedules from time to time based on prevailing site conditions as well as following assessment of service levels rendered.
Route 3		
Landside		
<ul style="list-style-type: none"> Air Traffic Control North Gate (Landside – Outside) North Gate Delivery Gate Fuel Storage South Effluent South Staff Parking Shaded & Long Stay Parking 	1.	Provide new colour coded wheelie bins for designated areas at start of contract for the collection of waste. Service provider to provide a sufficient number of waste bins to allow for rotation of bins on a daily basis. (refer to the collection point roster for number of bins needed at each station at any given time, note that the bidder must make provision for additional bins for rotation)
	2.	Ensure collection points is in a clean and hygienic state from commencement of airport operations daily/start of shift.
	3.	Collect full or soiled wheelie bins and transport by vehicle to the basement sortation facility.
	4.	Replace wheelie bins that have been removed with clean bins.
	5.	Service Provider to ensure good housekeeping standards are maintained at all times.
	6.	The service provider will ensure that broken and damaged bins are taken out of circulation and are replaced.
	7.	The service provider must make allowance for additional clean bins for rotation as ACSA has only provisioned the number of bins that will be deployed at any given time.
	8.	In addition the service provider will ensure daily inspections are carried out every morning. The supervisor will determine if deviations from the agreed schedule are required based on site conditions. ACSA may call upon the service provider to amend the schedules from time to time based on prevailing site conditions as well as following assessment of service levels rendered.
Route 4		
Airside - Landside		1. Transfer of waste from airside to landside sorting facility
Route 5		
Airside - Foreign Object Debris (FOD)	1.	Service existing coded FOD bins at designated areas daily.
	2.	Ensure that bins are cleaned daily when FOD is removed.
	3.	Perform FOD analysis daily.
	4.	Provide daily report on FOD analysis.
		<i>Note: The service provider may be called upon to increase or decrease the frequency of collections at the discretion of ACSA.</i>

		SCOPE OF WORKS 
	Sortation	SCOPE OF WORKS 
	Sorting Facility	
Terminal		The total floor area of the sorting facility is approximately: 15.60m wide x 19.6m long x 6.86m high - 2098m3
		Provide the following equipment:
	1.	Suitable sorting table(s) for the sortation process.
	2.	Suitable sorting rack(s) with bulk bags for the sortation process
	3.	Suitable bailing machine(s) for the various waste streams generated.
	4.	General non-recyclable waste compactor with bin lifter suitable for the anticipated waste volumes.
	5.	Weigh scale(s) to weigh waste generated and sorted.
	6.	Suitable containers/storage unit(s) for recyclables and non-compactable waste.
	7.	Suitable skips and glass storage unit(s) for the anticipated waste volumes.
	8.	High pressure cleaning equipment to clean wheelie bins, equipment and the sortation facility
	9.	Vehicles and drivers to meet service levels required.
	10.	Odour control unit(s) – ozone machine to be installed within the waste sortation facility.
	11.	Any other equipment not mentioned above but required to meet the service level requirement.
	12.	Make provisions for demarcations and signage for the facility all in accordance with regulatory and legislative requirements.
	13.	Provide basic cleaning equipment (brooms, mop, scoop – bidder must make provision for detergents in their pricing)
		Note: Equipment may, during the course of the contract be increased or decreased based on the volume of waste being generated. Contract rates will always apply. In addition all equipment must be in a serviceable and “good” condition at any given point for the duration of the contract.
		Services
		Perform the following activities:
	1.	Receive separate and sort waste generated accordingly into the various waste streams.
	2.	Preparation of various waste streams for temporary storage and loading into designated containers/storage areas for later disposal.
	3.	Maintaining adequate stock of clean wheelie bins for rotation to all Landside, Airside, Terminal, and satellite areas.
	4.	Compacting of waste for landfill disposal.
	6.	Cleaning of all equipment and wheelie bins.
	7.	Maintain and ensure good housekeeping standards are maintained on a daily basis including deep cleaning on a weekly basis.
	8.	Supply, operate and maintain odour control unit in line with OEM specifications.
		<i>Note: The service provider may be called upon to increase or decrease resources in order to achieve the required service levels all at the discretion of ACSA. Payment will be limited to agreed contract rates should an increase or decrease in equipment or human resources be needed.</i>
		Provide the following equipment:
	1.	Provide sufficient clean bins for waste collection and rotation once full.
	2.	Provide suitable sorting table(s) for the sortation process
	3.	Provide suitable sorting rack(s) with bulk bags for the sortation process

		4.	Provide basic cleaning equipment (Broom, scoop and mop – bidder must make provision for detergents in their pricing)
			Services
			Perform the following activities:
			<u>Domestic Waste Area</u>
		1	Receive waste from stakeholders
		2	Separate and sort waste generated accordingly into the various waste streams.
		3	Make provisions for demarcations and signage for the facility all in accordance with regulatory and legislative requirements.
		4	Maintain access control to facility at all times.
		5	Transferring of domestic waste to the basement waste facility.
		6	Cleaning of all work areas and equipment
		7	Maintain and ensure good housekeeping standards are achieved for the entire facility (Internally & Externally)
			<u>International Waste Area</u>
		1	Receive waste from stakeholders
		2	Ensure all waste streams are correctly stored (temporary storage) and prepare for disposal in all respects.
		3	Make provisions for demarcations and signage for the facility all in accordance with regulatory and legislative requirements.
		4	Maintain access control to facility at all times.
		5	All items stored in the international waste facility (hazardous waste) must be secure at all times.
		6	Cleaning of all work areas.
		7	Maintain and ensure good housekeeping standards are achieved for the entire facility (Internally & Externally)
			<i>Note: The service provider may be called upon to increase or decrease resources in order to achieve the required service levels all at the discretion of ACSA.</i>

		SCOPE OF WORKS	
	Disposal of general waste to land fill / alternate methods of disposal		
		1	Collect and handle compacted and non-compacted general waste.
		2.	To transport compacted and non - compactable general waste to approved landfill site(s) in accordance with relevant regulations and legislation.
		3.	To dispose of general waste at approved land fill site(s) inclusive of all disposal costs.
		4	To provide copies of disposal certificates and waste manifests in line with applicable regulation and legislation.
			Note: 1) The landfill site shall be approved by ACSA upon confirming the the facility meets all regulatory and legislative requirements. 2) The service provider is expected to dispose of waste within the permissible time frame allowed for in applicable regulations and legislations. 3) ACSA reserves the right to direct the service provider to increase the frequency of disposals where the period waste is stored on site is non-compliant with regulation and legislation and/or where waste temporarily stored on site

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		6.	The service provider will ensure that recyclable waste is suitably packaged for transport from site.
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			<u>Fluorescent tubes/ lighting lamps/ components</u>
		7.	A labelled box to be provided for the collection of fluorescent tubes and lamps. Once full, the tubes are to be disposed off per regulatory requirements. A replacement box is to then be provided. Box to be suited for 8ft fluorescent tubes. (Industry standard)
			Batteries
		8.	A labelled container(s) suitable for the storage of batteries is to be provided for the collection of batteries. Once full, the batteries are to be disposed off /recycled per regulatory requirements. A replacement box is to then be provided.
			E-Waste
		9.	A labelled box to be provided for the collection of e-Waste. Once full, the e-Waste is to be disposed off / recycled per regulatory requirements. A replacement box is to then be provided.
	Recyclables Return	1.	Recyclables return will be calculated by multiplying the quantity generated per month against the rate provided and approved at award.
			The total sum of all returns (In rand value) will be carried to the pricing schedule and will provide a discount on the monthly fee.

Route/Area			Frequency				
Route	Area	Total Bins	Daily	Weekly	Three Times Weekly	Twice a Day	Three Times Daily
Route 1	International Goods Receiving	20					X
	Northern Service Yard	50					X
	Southern Service Yard	60					X
	T5 Courtyard	15					X
Route 2	All Aprons	80				X	
Route 3	New World Cargo	15			X		
	Airport Oval Office Park	15	X				
	Protocol Lounge	5		X			
	Car Rental Return Area	30				X	
Route 4	Electrical Maintenance Workshop	10	X				
	Fire and Rescue	10	X				
	Sewerage Waste Facility	2		X			
Route 5	Security Checkpoints	8		X			
TOTAL		400					

CAPE TOWN INTERNATIONAL AIRPORT

APRIL 2016 - MARCH 2017

		Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Total	Average
% WASTE RECYCLED / RE-USED		37%	33%	45%	31%	40%	41%	39%	40%	25%	28%	31%	34%	35%	35%
% WASTE LANDFILLED		63%	67%	55%	69%	60%	59%	61%	60%	75%	72%	69%	66%	65%	65%
TOTAL WASTE GENERATED		92 727	93 301	84 334	100 371	90 824	94 035	105 551	89 166	100 262	85 353	83 593	81 766	1 101 283	91 774
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		49 780	54 460	40 000	61 500	47 280	46 340	56 720	48 700	64 920	55 680	51 680	48 220	625 280	52 107
HAZARDOUS WASTE															
GALLEY WASTE		8 240	7 730	6 030	7 410	6 850	6 890	7 150	4 970	10 570	5 700	5 890	5 760	83 190	6 933
EMPTY MOTOR OIL CANS		0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER		0	0	0	0	0	0	0	0	0	0	0	0	0	0
AD-HOC (NOT INCL)		0	0	0	0	400	2 090	0	0	0	0	0	0	2 490	208
TOTAL HAZARDOUS WASTE		8 240	7 730	6 030	7 410	7 250	8 980	7 150	4 970	10 570	5 700	5 890	5 760	85 680	7 140
TOTAL WASTE TO LANDFILL		58 020	62 190	46 030	68 910	54 530	55 320	63 870	53 670	75 490	61 380	57 570	53 980	710 960	59 247
WASTE RECYCLED (KG)															
PLASTIC	PET	1 285	1 283	1 357	1 347	1 715	1 627	1 350	1 545	1 520	1 118	1 087	1 801	17 035	1 420
	PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PP	457	402	537	547	495	448	596	577	469	262	360	721	5 871	489
	LDPE SOFT	3 700	1 000	0	0	4 591	0	3 926	0	0	0	3 680	0	16 897	1 408
	HD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PLASTIC PS													0	0
	PLASTIC MIX													0	0
SUB TOTAL		5 442	2 685	1 894	1 894	6 801	2 075	5 872	2 122	1 989	1 380	5 127	2 522	39 803	3 317
PAPER	COMMON MIX WASTE	0	0	23 400	16 920	17 900	22 020	23 280	22 580	14 640	12 060	13 240	12 280	178 320	14 860
	NEWSPAPER	18 220	15 920	0	0	0	0	0	0	0	0	0	0	34 140	2 845
	CARDBOARD	5 560	6 260	6 320	6 100	6 380	5 940	6 781	4 912	5 354	3 780	3 640	5 258	66 285	5 524
	WHITE OFFICE PAPER	780	1 140	927	720	1 040	840	240	460	134	0	280	0	6 561	547
SUB TOTAL		24 560	23 320	30 647	23 740	25 320	28 800	30 301	27 952	20 128	15 840	17 160	17 538	285 306	23 776



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OIL	MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
METAL	SCRAP METAL	0	0	0	0	0	960	0	0	0	0	0	0	960	80
	CANS	1 440	1 078	1 598	1 200	0	1 370	905	784	0	1 720	480	1 100	11 675	973
	FOIL	0	57	80	0	0	0	140	0	0	0	0	0	277	23
	SUB TOTAL	1 440	1 135	1 678	1 200	0	2 330	1 045	784	0	1 720	480	1 100	12 912	1 076
OTHER	FLUORESCENT TUBES	0	80	174	0	175	110	71	95	0	170	163	0	1 038	87
	LAMP COMPONENTS													0	0
	TETRA PAK	140	380	300	360	340	280	280	400	0	378	340	480	3 678	307
	GLASS	3 125	3 511	3 595	4 267	3 658	4 309	3 655	4 012	2 655	4 485	2 753	5 271	45 296	3 775
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0		0	0	0	0
	PRINTER CARTRIDGES	0	0	16	0	0	0	0	31	0		0	0	47	4
	FOOD WASTE	0	0	0	0	0	811	457	100	0		0	875	2 243	187
	SUB TOTAL	3 265	3 971	4 085	4 627	4 173	5 510	4 463	4 638	2 655	5 033	3 256	6 626	52 302	4 359
TOTAL WASTE RECYCLED		34 707	31 111	38 304	31 461	36 294	38 715	41 681	35 496	24 772	23 973	26 023	27 786	390 323	32 527
SUMMARY															
TOTAL WASTE GENERATED		92 727	93 301	84 334	100 371	90 824	94 035	105 551	89 166	100 262	85 353	83 593	81 766	1 101 283	91 774

APRIL 2017 - MARCH 2018

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Total	Average
% WASTE RECYCLED / RE-USED	25%	37%	32%	26%	42%	48%	54%	59%	38%	50%	52%	34%	41%	41%
% WASTE LANDFILLED	75%	63%	68%	74%	58%	52%	46%	41%	62%	50%	48%	66%	59%	59%
TOTAL WASTE GENERATED	72 776	88 365	68 995	80 972	93 142	83 971	97 382	80 603	94 076	106 556	70 916	80 717	1 018 471	84 873
WASTE TO LANDFILL (KG)														
NON HAZARDOUS														
GENERAL WASTE	48 460	50 040	42 200	52 700	42 960	38 380	39 720	28 840	51 800	46 440	28 740	48 410	518 690	43 224
HAZARDOUS WASTE														
GALLEY WASTE	5 890	5 940	4 900	6 990	5 500	5 050	5 310	4 060	6 690	6 320	5 060	5 030	66 740	5 562
EMPTY MOTOR OIL CANS	0	0	0	0	0	0	0	0	0	0	0	225	225	19
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AD-HOC (NOT INCL)	0	0	0	0	5 400	0	0	0	0	0	0	0	5 400	450
TOTAL HAZARDOUS WASTE	5 890	5 940	4 900	6 990	10 900	5 050	5 310	4 060	6 690	6 320	5 060	5 255	72 365	6 030
TOTAL WASTE TO LANDFILL	54 350	55 980	47 100	59 690	53 860	43 430	45 030	32 900	58 490	52 760	33 800	53 665	591 055	49 255
WASTE RECYCLED (KG)														
PLASTIC														
PET	1 355	1 422	1 244	1 331	1 885	1 295	1 095	2 298	1 913	2 706	1 236	2 011	19 791	1 649
PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PP	611	718	533	423	470	240	110	320	115	130	137	131	3 938	328
LDPE SOFT	0	3 461	0	1 200	1 570	1 430	2 720	3 970	980	3 390	1 440	1 080	21 241	1 770
HD	0	140	0	0	480	230	620	365	410	711	180	320	3 456	288
PLASTIC PS							824	50	36	108	77	74	1 169	97
PLASTIC MIX							426	108	555	718	605	430	2 842	237
BOPP							47	49	36	50	53	16	251	21
SUB TOTAL	1 966	5 741	1 777	2 954	4 405	3 195	5 842	7 160	4 045	7 813	3 728	4 062	52 688	4 391
PAPER														
COMMON MIX WASTE	7 972	15 070	103	154	10 280	17 166	486	2 146	1 709	3 180	1 220	1 498	60 984	5 082
NEWSPAPER	0	0	7 360	7 520	0	0	18 140	18 040	17 360	15 280	14 440	3 260	101 400	8 450
CARDBOARD	4 178	4 037	4 717	3 906	5 860	5 900	8 773	5 260	4 408	7 000	4 700	4 821	63 560	5 297
WHITE OFFICE PAPER	160	300	320	220	1 740	760	1 392	879	1 140	1 460	720	600	9 691	808
SUB TOTAL	12 310	19 407	12 500	11 800	17 880	23 826	28 791	26 325	24 617	26 920	21 080	10 179	235 635	19 636
OIL														
MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0



	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
METAL	SCRAP METAL	0	0	0	0	3 720	0	0	0	0	0	0	0	3 720	310
	CANS	540	520	460	400	940	1 100	1 240	1 650	927	1 809	1 185	625	11 396	950
	FOIL	0	0	0	0	500	0	0	0	0	360	0	0	860	72
	SUB TOTAL	540	520	460	400	5 160	1 100	1 240	1 650	927	2 169	1 185	625	15 976	1 331
OTHER	FLUORESCENT TUBES	0	211	187	0	0	800	0	0	172	0	0	160	1 530	128
	LAMP COMPONENTS							3 380	191	0	0	0	0	3 571	298
	TETRA PAK	304	408	280	420	478	338	520	480	420	720	380	340	5 088	424
	GLASS	2 866	4 521	3 980	2 656	5 603	4 140	6 168	5 976	1 160	8 640	4 188	5 232	55 130	4 594
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PRINTER CARTRIDGES	0	0	74	0	0	0	0	0	0	0	0	0	74	6
	FOOD WASTE	440	1 577	2 637	3 052	5 756	7 142	6 411	5 921	4 245	7 534	6 555	6 454	57 724	4 810
	SUB TOTAL	3 610	6 717	7 158	6 128	11 837	12 420	16 479	12 568	5 997	16 894	11 123	12 186	123 117	10 260
	TOTAL WASTE RECYCLED	18 426	32 385	21 895	21 282	39 282	40 541	52 352	47 703	35 586	53 796	37 116	27 052	427 416	35 618
	SUMMARY														
	TOTAL WASTE GENERATED	72 776	88 365	68 995	80 972	93 142	83 971	97 382	80 603	94 076	106 556	70 916	80 717	1 018 471	84 873



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		Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total	Average
% WASTE RECYCLED / RE-USED		50%	52%	57%	50%	56%	55%	53%	58%	44%	52%	56%	51%	53%	53%
% WASTE LANDFILLED		50%	48%	43%	50%	44%	45%	47%	42%	56%	48%	44%	49%	47%	47%
TOTAL WASTE GENERATED		102 440	83 246	78 444	94 288	73 427	77 756	88 558	82 018	85 804	99 982	81 266	99 474	1 046 703	87 225
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		44 860	34 250	29 000	37 000	27 000	30 000	35 990	27 750	40 500	41 000	29 750	42 560	419 660	34 972
HAZARDOUS WASTE															
GALLEY WASTE		5 880	5 400	5 040	6 670	5 160	5 290	5 600	6 510	7 350	6 530	5 500	5 760	70 690	5 891
EMPTY MOTOR OIL CANS		0	0	0	0	0	0	0	0	0	0	500	0	500	42
OTHER		0	0	0	0	0	0	0	0	0	0	0	0	0	0
AD-HOC (NOT INCL)		0	0	0	3 060	0	0	0	0	0	0	0	0	3 060	255
TOTAL HAZARDOUS WASTE		5 880	5 400	5 040	9 730	5 160	5 290	5 600	6 510	7 350	6 530	6 000	5 760	74 250	6 188
TOTAL WASTE TO LANDFILL		50 740	39 650	34 040	46 730	32 160	35 290	41 590	34 260	47 850	47 530	35 750	48 320	493 910	41 159
WASTE RECYCLED (KG)															
PLASTIC	PET	2 323	2 738	848	1 691	2 266	936	3 255	1 283	2 584	2 228	1 926	2 145	24 223	2 019
	PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PP	195	340	145	277	445	377	631	231	526	743	375	281	4 566	381
	LDPE SOFT	1 580	2 742	1 970	1 620	2 640	2 341	2 209	2 550	0	0	2 350	2 100	22 102	1 842
	HD	1 040	538	720	1 339	449	90	694	355	782	2 734	1 605	422	10 768	897
	PLASTIC PS	152	102	43	111	138	84	159	71	130	894	137	75	2 096	175
	PLASTIC MIX	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOPP		43	36	29	55	106	77	120	32	90	6 599	6 392	5 022	18 601	1 550
SUB TOTAL		5 333	6 496	3 755	5 093	6 044	3 905	7 068	4 522	4 112	13 198	12 785	10 045	82 356	6 863
PAPER	COMMON MIX WASTE	1 229	2 520	1 860	2 186	2 976	850	3 590	1 420	1 823	2 121	1 538	2 164	24 277	2 023
	NEWSPAPER	25 544	8 674	16 926	13 738	6 474	9 468	4 160	11 622	2 428	10 230	6 361	14 640	130 265	10 855
	CARDBOARD	4 160	6 649	4 575	5 880	4 042	8 320	4 987	6 615	6 640	4 100	5 860	5 020	66 848	5 571
	WHITE OFFICE PAPER	900	1 780	920	1 620	1 040	1 610	653	1 322	2 380	2 040	1 420	800	16 485	1 374
SUB TOTAL		31 833	19 623	24 281	23 424	14 532	20 248	13 390	20 979	13 271	18 491	15 179	22 624	237 875	19 823
OIL	MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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METAL	SCRAP METAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CANS	781	1 986	895	618	1 251	924	1 244	1 073	722	1 568	1 085	1 205	13 352	1 113
	FOIL	0	268	0	0	0	0	0	0	0	0	0	0	268	22
	SUB TOTAL	781	2 254	895	618	1 251	924	1 244	1 073	722	1 568	1 085	1 205	13 620	1 135
OTHER	FLUORESCENT TUBES	0	160	169	214	261	0	236	240	0	202	0	0	1 482	124
	LAMP COMPONENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TETRA PAK	280	520	340	484	0	0	0	1 420	124	586	309	476	4 539	378
	GLASS	4 880	4 921	4 516	3 812	6 907	4 580	4 662	6 675	4 260	4 423	4 816	6 093	60 545	5 045
	RE-USED DRUMS		0	0	0	0	0	0	0	0	0	500	0	500	42
	PRINTER CARTRIDGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD WASTE	8 593	9 622	10 448	13 913	12 272	12 809	20 368	12 849	15 465	13 984	10 842	10 711	151 876	12 656
	SUB TOTAL	13 753	15 223	15 473	18 423	19 440	17 389	25 266	21 184	19 849	19 195	16 467	17 280	218 942	18 245
	TOTAL WASTE RECYCLED	51 700	43 596	44 404	47 558	41 267	42 466	46 968	47 758	37 954	52 452	45 516	51 154	552 793	46 066
	SUMMARY														
	TOTAL WASTE GENERATED	102 440	83 246	78 444	94 288	73 427	77 756	88 558	82 018	85 804	99 982	81 266	99 474	1 046 703	87 225



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		Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Total	Average
% WASTE RECYCLED / RE-USED		49%	52%	49%	47%	58%	51%	48%	47%	48%	51%	47%	44%	49%	49%
% WASTE LANDFILLED		51%	48%	51%	53%	42%	49%	52%	53%	52%	49%	53%	56%	51%	51%
TOTAL WASTE GENERATED		97 394	86 730	88 972	100 157	86 955	78 571	104 829	78 076	115 492	101 109	84 649	80 056	1 102 990	91 916
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		45 250	36 500	39 970	44 750	32 750	33 500	47 170	37 000	55 030	42 940	39 500	40 670	495 030	41 253
HAZARDOUS WASTE															
GALLEY WASTE		4 620	5 120	5 560	6 970	4 120	5 140	6 840	4 120	5 420	6 609	4 950	4 000	63 469	5 289
EMPTY MOTOR OIL CANS		0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER		0	0	0	940	0	0	0	0	0	0	0	0	940	78
AD-HOC (NOT INCL)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL HAZARDOUS WASTE		4 620	5 120	5 560	7 910	4 120	5 140	6 840	4 120	5 420	6 609	4 950	4 000	64 409	5 367
TOTAL WASTE TO LANDFILL		49 870	41 620	45 530	52 660	36 870	38 640	54 010	41 120	60 450	49 549	44 450	44 670	559 439	46 620
WASTE RECYCLED (KG)															
PLASTIC	PET	1 796	1 616	1 654	1 820	2 150	2 077	2 220	2 340	2 220	1 810	1 650	2 010	23 363	1 947
	PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PP	303	437	765	465	449	460	753	140	198	230	200	190	4 590	383
	LDPE SOFT	2 100	0	820	1 750	0	2 230	2 130	0	2 080	1 980	1 890	1 870	16 850	1 404
	HD	383	2 407	1 140	380	2 181	380	439	1 910	450	1 310	390	340	11 710	976
	PLASTIC PS	58	156	43	121	155	101	188	0	0	0	0	0	822	69
	PLASTIC MIX	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	BOPP	35	69	20	72	68	41	81	0	0	0	0	0	386	32
SUB TOTAL		4 675	4 685	4 442	4 608	5 003	5 289	5 811	4 390	4 948	5 330	4 130	4 410	57 721	4 810
PAPER	COMMON MIX WASTE	2 250	1 100	1 640	1 930	2 050	1 690	2 820	3 030	1 710	1 060	0	0	19 280	1 607
	NEWSPAPER	11 420	15 840	10 230	10 127	10 466	7 478	9 987	2 502	10 079	11 377	10 411	0	109 917	9 160
	CARDBOARD	4 780	6 220	5 940	5 720	5 200	6 460	5 500	4 680	7 640	6 400	4 780	4 860	68 180	5 682
	WHITE OFFICE PAPER	740	840	920	800	960	840	1 120	820	1 060	1 180	740	620	10 640	887
SUB TOTAL		19 190	24 000	18 730	18 577	18 676	16 468	19 427	11 032	20 489	20 017	15 931	5 480	208 017	17 335
OIL	MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0



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METAL	SCRAP METAL	0	0	0	0	0	0	0	0	760	0	0	0	760	63
	CANS	1 168	1 277	1 438	777	1 090	1 201	1 950	1 650	585	2 472	1 084	659	15 350	1 279
	FOIL	0	0	0	0	0	0	0	0	480	0	0	0	480	40
	SUB TOTAL	1 168	1 277	1 438	777	1 090	1 201	1 950	1 650	1 825	2 472	1 084	659	16 590	1 382
OTHER	FLUORESCENT TUBES	221	210	1 438	0	495	220	164	0	155	162	233	0	3 296	275
	LAMP COMPONENTS	0	98	0	0	0	0	0	0	0	0	0	0	98	8
	TETRA PAK	260	440	300	250	470	470	410	360	330	370	370	420	4 450	371
	GLASS	5 360	5 449	4 556	9 650	6 620	3 959	7 554	4 303	7 488	4 772	3 456	5 232	68 399	5 700
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PRINTER CARTRIDGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD WASTE	16 650	8 951	12 539	13 635	17 732	12 325	15 504	15 221	19 807	18 437	14 995	19 185	184 980	15 415
	SUB TOTAL	22 491	15 148	18 832	23 535	25 316	16 974	23 632	19 884	27 780	23 741	19 054	24 837	261 223	21 769
	TOTAL WASTE RECYCLED	47 524	45 110	43 442	47 497	50 085	39 931	50 819	36 956	55 042	51 560	40 199	35 386	543 551	45 296
	SUMMARY														
	TOTAL WASTE GENERATED	97 394	86 730	88 972	100 157	86 955	78 571	104 829	78 076	115 492	101 109	84 649	80 056	1 102 990	91 916



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		Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total	Average
% WASTE RECYCLED / RE-USED		45%	63%	39%	49%	55%	42%	53%	34%	57%	43%	48%	58%	49%	49%
% WASTE LANDFILLED		55%	37%	61%	51%	45%	58%	47%	66%	43%	57%	52%	42%	51%	51%
TOTAL WASTE GENERATED		6 362	1 477	3 260	12 211	10 482	15 283	26 516	19 525	45 665	33 450	27 139	41 535	242 905	20 242
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		3 500	540	2 000	5 760	4 700	8 860	12 360	11 900	18 447	18 447	14 000	16 620	117 134	9 761
HAZARDOUS WASTE															
GALLEY WASTE									1 020	1 020	740		710	3 490	291
EMPTY MOTOR OIL CANS															
OTHER															
AD-HOC (NOT INCL)					489									489	41
TOTAL HAZARDOUS WASTE		0	0	0	489	0	0	0	1 020	1 020	740	0	710	3 979	332
TOTAL WASTE TO LANDFILL		3 500	540	2 000	6 249	4 700	8 860	12 360	12 920	19 467	19 187	14 000	17 330	121 113	10 093
WASTE RECYCLED (KG)															
PLASTIC	PET	0	0	0	350	0	480	700	500	1 100	730	840	1 200	5 900	492
	PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PP	0	0	0	60	0	60	90	0	150	60	120	180	720	60
	LDPE SOFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HD	0	0	0	740	0	700	690	0	1 630	710	660	1 410	6 540	545
	PLASTIC PS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PLASTIC MIX	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	BOPP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		0	0	0	1 150	0	1 240	1 480	500	2 880	1 500	1 620	2 790	13 160	1 097
PAPER	COMMON MIX WASTE	0	0	0	0	0	0	34	0	0	0	0	1 640	1 674	140
	NEWSPAPER	0	0	0	0	0	2 960	1 086	360	5 990	1 140	1 960	1 340	14 836	1 236
	CARDBOARD	0	0	0	0	1 280	0	3 120	1 200	4 007	1 540	1 840	3 060	16 047	1 337
	WHITE OFFICE PAPER	0	0	0	0	1 240	0	1 040	160	580	260	920	440	4 640	387
SUB TOTAL		0	0	0	0	2 520	2 960	5 280	1 720	10 577	2 940	4 720	6 480	37 197	3 100
OIL															
	MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0



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METAL	SCRAP METAL	0	0	0	696	275	0	0	0	0	0	0	0	971	81
	CANS	0	0	0	0	0	0	0	0	0	714	455	0	1 708	142
	FOIL	0	0	0	166	0	0	0	0	0	0	0	0	166	14
	SUB TOTAL	0	0	0	862	275	0	539	0	0	714	455	0	2 845	237
OTHER	FLUORESCENT TUBES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LAMP COMPONENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TETRA PAK	0	0	0	180	0	80	70	0	170	90	110	210	910	76
	GLASS	0	0	0	1 431	0	0	3 664	1 134	2 649	1 120	0	3 406	13 404	1 117
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PRINTER CARTRIDGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD WASTE	2 862	937	1 260	2 339	2 987	2 143	3 123	3 251	9 922	7 899	6 234	11 319	54 276	4 523
	SUB TOTAL	2 862	937	1 260	3 950	2 987	2 223	6 857	4 385	12 741	9 109	6 344	14 935	68 590	5 716
	TOTAL WASTE RECYCLED	2 862	937	1 260	5 962	5 782	6 423	14 156	6 605	26 198	14 263	13 139	24 205	121 792	10 149
	SUMMARY														
	TOTAL WASTE GENERATED	6 362	1 477	3 260	12 211	10 482	15 283	26 516	19 525	45 665	33 450	27 139	41 535	242 905	20 242

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APRIL 2021 - MARCH 2022

		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Total	Average
% WASTE RECYCLED / RE-USED		51%	57%	61%	70%	64%	60%	64%	56%	63%	59%	60%	62%	61%	61%
% WASTE LANDFILLED		49%	43%	39%	30%	36%	40%	36%	44%	37%	41%	40%	38%	39%	39%
TOTAL WASTE GENERATED		40 054	41 802	40 355	21 833	22 287	40 918	48 387	57 886	43 531	54 217	51 956	55 155	518 381	43 198
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		16 800	17 600	15 140	6 060	7 600	15 620	16 480	24 120	16 200	21 620	19 580	19 400	196 220	16 352
HAZARDOUS WASTE															
GALLEY WASTE		0	560	500	520	520	600	920	1 460	0	460	1 200	1 540	8 280	690
EMPTY MOTOR OIL CANS		0	0	0	0	0	0	0	0	0	0			0	0
OTHER-SOLVENT SLUDGE		3 020	0	0	0	0	0	0	0	0	0			3 020	252
AD-HOC (NOT INCL)		0	0	0	0	0	0	0	0	0	0			0	0
TOTAL HAZARDOUS WASTE		3 020	560	500	520	520	600	920	1 460	0	460	1 200	1 540	11 300	942
TOTAL WASTE TO LANDFILL		19 820	18 160	15 640	6 580	8 120	16 220	17 400	25 580	16 200	22 080	20 780	20 940	207 520	17 293
WASTE RECYCLED (KG)															
PLASTIC	PET	0	1 904	1 070	460	500	502	1 480	740	1 507	902	860	1 820	11 745	979
	PET MIXED	0	0	0	0	0	0	0	0	0	0			0	0
	PP	0	0	0	0	0	0	0	0	0	0			0	0
	LDPE SOFT	0	0	950	560	620	1 200	1 540	660	1 340	672	920	1 680	10 142	845
	HD	0	1 760	218	120	120	100	176	240	260	0	280	0	3 274	273
	PLASTIC PS	0	0	0	0	0	0	0	0	0	0		0	0	0
	PLASTIC MIX	0	0	0	0	0	0	0	0	0	0		0	0	0
BOPP	0	0	0	0	0	0	0	0	0	0			0	0	
SUB TOTAL		0	3 664	2 238	1 140	1 240	1 802	3 196	1 640	3 107	1 574	2 060	3 500	25 161	2 097
PAPER	COMMON MIX WASTE	680	900	580	680	440	1 035	880	920	700	1 120	892	1 360	10 187	849
	NEWSPAPER	1 890	1 920	1 260	980	760	2 033	1 920	1 960	1 360	2 262	951	2 770	20 066	1 672
	CARDBOARD	3 480	3 260	2 420	1 680	1 480	3 579	3 840	3 560	2 400	4 420	2 540	4 580	37 239	3 103
	WHITE OFFICE PAPER	480	460	420	860	780	480	360	440	0	1 060	0	1 597	6 937	578
SUB TOTAL		6 530	6 540	4 680	4 200	3 460	7 127	7 000	6 880	4 460	8 862	4 383	10 307	74 429	6 202
OIL	MACHINE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FOOD GRADE OIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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SUB TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0
METAL	SCRAP METAL	0	0	0	0	0	0	0	0	0	0			0	0
	CANS	1 163	344	404	314	219	379	402	411	596	896	440	0	5 568	464
	FOIL	0	0	0	0	0	0	0	0	0	0	0	836	836	70
SUB TOTAL		1 163	344	404	314	219	379	402	411	596	896	440	836	6 404	534
OTHER	FLUORESCENT TUBES	662	0	0	158	0	129	0	160	0	128	0	0	1 237	103
	LAMP COMPONENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TETRA PAK	0	200	160	140	0	160	240	0	260	0	400	0	1 560	130
	GLASS	2 005	3 578	1 433	1 081	1 217	1 915	3 767	2 192	2 053	3 661	2 957	2 978	28 837	2 403
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PRINTER CARTRIDGES	0	0	0	0	0	0	0	0	0	0	51	0	51	4
FOOD WASTE		9 874	9 316	15 800	8 220	8 031	13 186	16 382	21 023	16 855	17 016	20 885	16 594	173 182	14 432
SUB TOTAL		12 541	13 094	17 393	9 599	9 248	15 390	20 389	23 375	19 168	20 805	24 293	19 572	204 867	17 072
TOTAL WASTE RECYCLED		20 234	23 642	24 715	15 253	14 167	24 698	30 987	32 306	27 331	32 137	31 176	34 215	310 861	25 905
SUMMARY															
TOTAL WASTE GENERATED		40 054	41 802	40 355	21 833	22 287	40 918	48 387	57 886	43 531	54 217	51 956	55 155	518 381	43 198

		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total	Average
% WASTE RECYCLED / RE-USED		48%	59%	53%	58%	59%	56%	56%	60%	42%	53%	53%	7%	50%	50%
% WASTE LANDFILLED		52%	41%	47%	42%	41%	44%	44%	40%	58%	47%	47%	93%	50%	50%
TOTAL WASTE GENERATED		70 210	51 239	60 666	52 839	56 883	55 356	65 717	57 918	73 206	69 419	49 903	63 393	726 749	60 562
WASTE TO LANDFILL (KG)															
NON HAZARDOUS															
GENERAL WASTE		33 120	18 700	25 420	19 020	20 580	21 040	26 100	19 700	37 960	29 000	20 960	58 740	330 340	27 528
HAZARDOUS WASTE															
GALLEY WASTE		3 360	2 460	2 900	3 370	2 750	3 240	2 960	3 560	4 830	3820	2 580	0	35 830	2 986
EMPTY MOTOR OIL CANS		0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER-SOLVENT SLUDGE		0	0	0	0	0	0	0	0	0	0	0	0	0	0
AD-HOC (NOT INCL)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL HAZARDOUS WASTE		3 360	2 460	2 900	3 370	2 750	3 240	2 960	3 560	4 830	3 820	2 580	0	35 830	2 986
TOTAL WASTE TO LANDFILL		36 480	21 160	28 320	22 390	23 330	24 280	29 060	23 260	42 790	32 820	23 540	58 740	366 170	30 514
WASTE RECYCLED (KG)															
PLASTIC	PET	1 420	980	1 440	1 347	1 000	920	2 120	1 660	1 440	1 440	1 680	460	15 907	1 326
	PET MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LDPE SOFT	960	920	740	880	1 288	0	1 428	1 060	540	660	760	660	9 896	825
	HD	380	240	0	272	280	260	180	176	288	220	0	0	2 296	191
	PLASTIC PS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PLASTIC MIX	1 420	0	0	0	0	0	0	0	0	0	0	0	1 420	118
	BOPP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUB TOTAL		4 180	2 140	2 180	2 499	2 568	1 180	3 728	2 896	2 268	2 320	2 440	1 120	29 519	2 460
PAPER	COMMON MIX WASTE	1 120	800	600	1 745	1 307	840	1 662	1 708	820	780	1 700	0	13 082	1 090
	NEWSPAPER	2 000	2 406	2 140	2 201	2 600	2 881	2 476	2 841	680	1 980	1 980	0	24 185	2 015
	CARDBOARD	5 400	3 860	3 780	3 646	4 500	3 540	3 840	4 880	4 706	3 780	4 380	1 080	47 392	3 949
	WHITE OFFICE PAPER		1 020	260	698	0	745	399	588	0	763	1 128	0	5 601	467
SUB TOTAL		8 520	8 086	6 780	8 290	8 407	8 006	8 377	10 017	6 206	7 303	9 188	1 080	90 260	7 522
OIL	MACHINE OIL	0												0	0
	FOOD GRADE OIL	0												0	0
SUB TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0



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METAL	SCRAP METAL	0	0	0	0	0	0	0	382	0	0	190		572	48
	CANS	502	493	542	656	336	707	347	924	267	1 145	725		6 643	554
	FOIL	0	0	0	0	0	0	0	232	0	0	14		246	21
	SUB TOTAL	502	493	542	656	336	707	347	1 538	267	1 145	929	0	7 461	622
															0
OTHER	FLUORESCENT TUBES	136	116	201	0	110	114	92	0	0	120	113	0	1 002	84
	LAMP COMPONENTS	0	0	0	0	0	0	0	105	0	0	0	0	105	9
	TETRA PAK	560	0	380	0	480	0	0	0	842	0	0	0	2 262	188
	GLASS	3 443	3 152	2 932	2 141	1 286	4 695	3 666	3 695	4 344	4 602	1 561	2 453	37 970	3 164
	RE-USED DRUMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PRINTER CARTRIDGES	0	0	0	0	0	0	0	0	0	0	140	0	140	12
	FOOD WASTE	16 389	16 092	19 331	16 863	20 366	16 374	20 447	16 408	16 490	21 109	11 992	0	191 861	15 988
	SUB TOTAL	20 528	19 360	22 844	19 004	22 242	21 183	24 205	20 208	21 676	25 831	13 806	2 453	233 339	19 445
	TOTAL WASTE RECYCLED	33 730	30 079	32 346	30 449	33 553	31 076	36 657	34 658	30 416	36 599	26 363	4 653	360 579	30 048
	SUMMARY														
	TOTAL WASTE GENERATED	70 210	51 239	60 666	52 839	56 883	55 356	65 717	57 918	73 206	69 419	49 903	63 393	726 749	60 562



CAPE TOWN INTERNATIONAL AIRPORT

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APRIL 2023 - MARCH 2024

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total	Average
% WASTE RECYCLED / RE-USED	32%	42%	43%	35%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% WASTE LANDFILLED	68%	58%	57%	65%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL WASTE GENERATED	59 040	61 803	62 254	70 999	0	0	0	0	0	0	0	0	254 096	63 524
WASTE TO LANDFILL (KG)														
NON HAZARDOUS														
GENERAL WASTE	35 200	30 679	31 380	41 960									139 219	34 805
HAZARDOUS WASTE														
GALLEY WASTE	5 160	5 020	4 280	3 900									18 360	4 590
EMPTY MOTOR OIL CANS	0	0	0	0									0	0
OTHER-SOLVENT SLUDGE	0	0	0	0									0	0
AD-HOC (NOT INCL)	0	0	0	0									0	0
TOTAL HAZARDOUS WASTE	5 160	5 020	4 280	3 900	0	0	0	0	0	0	0	0	18 360	4 590
TOTAL WASTE TO LANDFILL	40 360	35 699	35 660	45 860	0	0	0	0	0	0	0	0	157 579	39 395
WASTE RECYCLED (KG)														
PLASTIC	PET	0	106	715	0								821	205
	PET MIXED	618	1 238	227	1 430								3 513	878
	PP	0	0	0	0								0	0
	LDPE SOFT	0	1 067	623	606								2 296	574
	HD	280	291	179	0								750	188
	PLASTIC PS		0	0	0								0	0
	PLASTIC MIX	0	0	0	0								0	0
	BOPP	0	0	0	0								0	0
	SUB TOTAL	898	2 702	1 744	2 036	0	0	0	0	0	0	0	7 380	1 845
PAPER	COMMON MIX WASTE	993	915	1 107	1 411								4 426	1 106
	NEWSPAPER	0	0	0	0								0	0
	CARDBOARD	4 142	4 030	3 800	3 012								14 984	3 746
	WHITE OFFICE PAPER	0	0	0	0								0	0
	SUB TOTAL	5 135	4 945	4 907	4 423	0	0	0	0	0	0	0	19 410	4 852
OIL	MACHINE OIL	0	0	0	0								0	0
	FOOD GRADE OIL	0	0	0	0								0	0



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SUB TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0
METAL	SCRAP METAL	0	0	0	0									0	0
	CANS	947	915	726	740									3 328	832
	FOIL	0	0	0	0									0	0
SUB TOTAL		947	915	726	740	0	0	0	0	0	0	0	0	3 328	832
															0
OTHER	FLUORESCENT TUBES	151	0	138	158									447	112
	LAMP COMPONENTS	0	0	0	0									0	0
	TETRA PAK	0	0	0	0									0	0
	GLASS	2 336	2 407	4 806	4 308									13 857	3 464
	RE-USED DRUMS	0	0	0	0									0	0
	PRINTER CARTRIDGES	0	0	0	0									0	0
	FOOD WASTE	9 213	15 135	14 273	13 474									52 095	13 024
SUB TOTAL		11 700	17 542	19 217	17 940	0	0	0	0	0	0	0	0	66 399	16 600
TOTAL WASTE RECYCLED		18 680	26 104	26 594	25 139	0	0	0	0	0	0	0	0	96 517	24 129
SUMMARY															
TOTAL WASTE GENERATED		59 040	61 803	62 254	70 999	0	0	0	0	0	0	0	0	254 096	63 524

Material Safety Data Sheets

Material Safety Data Sheets & Classification listed below are annexed to the tender documents:

- Empty Paint Tins
- E-Waste
- Fluorescent Tubes
- Oily Cans
- Oily Rags
- Solvent Sludge
- Galley Waste
- Sludge
- Water from Wash Bay Sump
- Diesel
- Diesel engine oil
- Transformer oil
- engine oil
- hydraulic oil
- Shell Donax
- Shell Retinax Grease
- Shell Rimula
- Shell Spirax

a. Management of works/services

I. Overview

- i The successful bidder will be required to effectively manage the provision of Integrated Waste Management Services ensuring compliance to all service specifications at all times.
- ii All work shall conform to all relevant SANS standards, OHS ACT regulations, Environmental regulations and all other legislation that might be relevant to the contract and the execution thereof.
- iii All work shall be carried out in accordance with prevailing industry norms and best practice and will at all times comply with OEM requirements.

II. Planning and programming

- i Normal airport operational hours shall be 24 hours 7 days a week for every day of the year.
- ii All instructions in relation to the contract requirements will be communicated to the person responsible within the successful bidder's management team. The onus is on the successful bidder to instruct his/her staff accordingly and implement measures to ensure that these procedures are strictly adhered to.
- iii The successful bidder will be required to keep accurate daily records of staff attendance, work, waste records, safety inspections, exception reports etc. Records shall be kept on site and must be made available to ACSA on a daily basis for assessment by the Service Manager. All records shall be in a format as agreed with the Service Manager.

III. Quality plans and control

- i All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the successful bidder will be expected to continuously compile quality plans and quality improvement plans for the ACSA Service Manager. Emphasis must be on improving services provisions and ensuring that work is indeed performed in line with contractual requirements.
- ii The quality management system (QMS) will detail amongst others, but not limited to work methods, work standards, measurement and monitoring of standards, corrective action procedure and enhancement procedures.



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IV. Safety, Health, Environmental and Risk (SHER)

- i The successful bidder must keep noise and dust levels to a minimum. At no point shall his/her work result in nuisance, interference or danger to the public or any other person working at the Airport.
- ii At no time shall the successful bidder:
 - a. allow any pollutive or toxic substance to be released into the air or storm water systems.
 - b. interfere with, or put at risk, the functionality of any system or service;
 - c. cause a fire or safety hazard.
- iii The successful bidder is required to submit the following documentation signed by the highest decision-making body/person of the tendering company:
 - a. Environmental policy; and
 - b. Health and Safety policy
- iv The successful bidder shall conduct an environmental, health and safety induction training session prior to the commencement of contract for all resources to be deployed to the contract. An attendance register must be kept in the successful bidders' health and safety file.
- v For any services to be conducted on the Airside, Airside Safety Induction training shall be attended by all resources to be deployed to the Airside and a course fee determined by ACSA shall be paid by the successful bidder. A security permit to access airside shall be issued on production of proof of attendance.
- vi The successful bidder shall:
 - a. Ensure that personal protective equipment or clothing needs analysis is conducted and incorporated into the risk assessment. Records shall be provided by the successful bidder prior to commencement of the contract.
 - b. Ensure that SABS approved personal protective equipment or clothing is provided to personnel.
 - c. Ensure that no personnel are allowed to work on site without necessary personal protective equipment or clothing.
 - d. Ensure that PPE or Clothing is kept in good working order.
 - e. Clearly stipulate procedures to be followed when PPE or Clothing is lost or stolen, worn or damaged. ACSA reserves the right to remove any person from site who is working without necessary personal protective equipment and/or clothing. Worn or tattered personal protective clothing shall not be permitted on airport premises.
 - f. Appoint a competent person to conduct a risk assessment which will include, but not limited to:
 - i. Identification of risks and hazards to which persons may be exposed; this is also to include ergonomic related hazard analysis and evaluation of the identified risks and hazards;
 - ii. A documented plan of safe work procedure to mitigate, reduce or control the risks and hazards that have been identified;
 - iii. A monitoring and review plan of risks and hazards;
- vii The Service Manager shall be entitled to fine the successful bidder for each non-conformance to Health and Safety matters. This shall not transfer any of the successful bidders' responsibilities in this regard to the Employer by any means.
- viii The successful bidder shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The successful bidder is expected to sign the undertaking in this regard as attached in the annexes.
- ix It shall be the successful bidder's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.
- x All persons on company premises shall obey all health and safety rules, procedures and practices. NO SMOKING signs and the prohibition of the carrying of smoking materials in



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- designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request from the ACSA Safety Department.
- xi All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.
 - xii The successful bidder's Workmen's Compensation fees must be up to date. A copy of the successful bidder's WCA registration shall be produced on request.
 - xiii The following areas in the company are declared as "HOT WORKS PERMIT" areas:
 - a. All airside areas
 - b. All basement areas
 - c. All areas accessible to the public
 - d. All enclosed areas
 - e. The terminal building
 - xiv Any process in the above-mentioned areas involving open flames, sparks, or heat shall be authorised by the issue of a hot work permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.
 - xv Safety equipment shall be used where applicable (e.g. goggles, boots, harness, etc.)
- The successful bidder, at his/her own expense shall provide such equipment, for his/her employees. The successful bidder shall apply the necessary discipline and control to ensure compliance by his workers.
- xvi All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time
 - xvii No person shall perform an unsafe / unhygienic act or operation whilst on ACSA premises.
 - xviii No unsafe/dangerous equipment or tools may be brought onto or used on ACSA premises. ACSA reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use and without affecting the terms of the contract in any way.
 - xix ACSA reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.
 - xx The successful bidder shall maintain good housekeeping standards in the area where he is working for the duration of the contract.
 - xxi At no time must the successful bidder interfere with, or put at risk, the functionality of any fire prevention system. Care must also be taken so as to prevent fire hazards.
 - xxii The successful bidder shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded in order to safeguard children and the general public from injury relating to machinery, work or other.
 - xxiii Where hoarding, barricades or lighting is required in the execution of the works, The successful bidder shall provide same at his/her own expense. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.



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V. Key personnel

- i A schedule of resources to this Contract (as per the Activity Schedule) will be provided to the Service Manager at the commencement of this Contract. This will, as a minimum, include all persons from general worker level to management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. The Service Manager may request the replacement of any person with unsatisfactory performance or fails to comply with this contract.
- ii The successful bidder is required to screen all resources to be deployed to the contract and ensure that the following background checks have been performed prior to contract commencement:
 - a. Substance abuse checks to ensure that resources on the contract do not have a record of past substance abuse;
 - b. Past warnings, suspensions and dismissal records to ensure that resources to be deployed on the contract don't pose any operational disruption risks to ACSA;
 - c. Criminal records to ensure that resources deployed to the contract do not have any history of criminal records; and
 - d. Any other checks deemed necessary by the successful bidder. Details and the confirmation thereof must be submitted in bidders' responses to this Request for Proposal.

VI. Management meetings

- i The successful bidder will be expected to attend meetings relating to airport maintenance, airport operations, contract management and other issues that may arise from time to time. As far as is practicable, the successful bidder will make all required persons available for these meetings. The successful bidder shall not submit claims for payment for staff attending any of these meetings. The details of all meetings to be attended by the successful bidder will be included in the Service Level Agreement.

VII. Permits

- i The successful bidder shall not be compensated for any additional costs relating to ACSA required permits, nor for labour/time spent in obtaining such permits. An allowance must be made in the Activity Schedule in this regard.
- ii All staff members required to work on site are required to undergo Airside Induction Training prior to application for permit.
- iii The successful bidder must ensure that they are, familiar with ACSA's safety and security requirements relating to permits in order for work not to be delayed as a result thereof at all times. This will include the permit application process.
- iv The successful bidder must ensure that staff are made aware of the conditions of use of the ACSA facility which is subject to the terms of Control of Access to Public Premises and Vehicles Act 53 of 1985.
- v Note that the successful bidder will have no claim against ACSA in the event that a permit request is refused.
- vi Permit costs must be billed at cost, no mark-up will be allowed on these costs.
- vii The successful bidder will only be paid for one permit per employee per permit validity period/cycle. Additional permits for replacement staff where staff have resigned/dismissed will not be paid for by ACSA.
- viii The below table provides details of the permits currently required at ACSA airports. Please note that the list is not all inclusive/exhaustive, but is provided for illustration purposes:

Permit	Required by/for	Department
AVOP – Airside Vehicle Operator permit	All drivers of vehicles on airside	ACSA Safety
Airside Vehicle Permit	All vehicles that enter airside	ACSA Safety
Basement Parking permit	All vehicles allowed to enter the delivery basement	ACSA Parking
Personal permit	All persons employed on the airport	ACSA Security
Cell phone permit	All persons taking cell phones to airside	ACSA Security
Lap top permit	All persons taking lap top computers to airside	ACSA Security
Camera permit	All persons taking cameras or camera equipment to airside	ACSA Security
Hot Works Permit	All welding and/metal cutting work	ACSA Safety

Proof of having attended the airside induction training course and general security awareness training is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

VIII. Proof of compliance with the law


- i ACSA reserves the right to request reasonable proof of compliance from the successful bidder in support of the successful bidder meeting all applicable laws and regulations to the contract. Reasonable time will be given where such proof may not be readily available.

IX. Insurance provided by the employer

- i The insurance details of the employer have been provided under the General conditions of contract. Bidders are advised to seek qualified advice regarding insurance.

X. Cell phones, two-way radios and general communication

- i The use of cell phones on airside is not permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department. The Supervisor is required to have cell phones/radios for operational requirements and will be assisted in following the application process required by the issuing authority.

- 
- ii The successful bidder will not be allowed to use two-way radios at the Airport unless these radios are of the type, model and frequency range as approved by the ACSA IT Department. The specifications will be provided to the successful bidder.
 - iii The nature of this contract requires that the Supervisors be contactable at all times. The successful bidder needs to ensure provision of systems to ensure communication with ACSA.

XI. Uniforms

- i This contract requires all staff be dressed in a uniform of a standard acceptable to ACSA.
 - ii The bidder must clearly define the dress code for acceptance by ACSA, once agreed the successful bidder must ensure compliance at all times.
 - iii Non-adherence to uniform proposed and accepted by ACSA would be viewed as a non-adherence to the contract.
-

Pricing Schedule



	Description	Cost
a)		
b)		
c)		

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

SECTION 3: EVALUATION CRITERIA



3.1 Evaluation Criteria

3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider **mandatory administrative, local production and content criteria, functionality/ Price and Preference, objective criteria**. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.

3.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.

3.2 A staged approach will be used to evaluate bids and the approach will be as follows:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8
Check if all the documents have been received	Mandatory Requirements	Check if minimum local content and production thresholds have been met (if applicable)	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference	Objective Criteria	Post tender negotiations (if applicable)	Security Vetting (if applicable)

3.3 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

- a) **Completed in full and signed Form of offer C1.1.**
- b) Bidders must attend the Compulsory Briefing Session
- c) **A valid Scheduled Activity Permit (SAP) issued by the City of Cape Town municipality in the name(s) of the bidding entity.**

The schedule activity permit must meet the following criteria

Description	Bidder to clearly state the page number where information can be verified on the Scheduled Activity Permit or provide support document proving the criteria has been met	Confirm Submission (YES/NO)
The permit must authorise the bidding entity to handle both hazardous and non-hazardous(general) waste.		
The permit must authorize the bidding entity to collect and dispose waste.		
The permit must authorise the use of vehicle(s) to collect and dispose waste.		
The permit must authorise that the bidding entity can carry out the above activities within the bounds of the City of Cape Town municipality.		



3.5 Functionality

The functionality evaluation will be conducted by the end-user/operations/the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

3.5.1. Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of % on the functional stage will not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows

Functionality / Technical Evaluation

The functionality/technical evaluation will be conducted by a Bid Evaluation Committee (BEC) which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on threshold criteria. The criteria will be as follows:

Threshold

The functional / technical evaluation will be based on a threshold, where bidders who fail to achieve the minimum points will not be considered further in the evaluation process.

The criteria applied during functionality scoring is herewith explained below:

The awarding of points take into consideration company/entity and key staff relevant experience measured against the project specific criteria set out in this RFQ. Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities as determined by ACSA. All points will be awarded at the sole discretion of ACSA's Bid Evaluation Committee based on the quality and completeness of the bidders submission aligned with ACSA bid requirements as described in this RFQ.

Key staff are furthermore also required to be **professionally registered**, with only verifiable proof allowing for points to be allocated.

When no proof of relevant experience with contactable references details or record of professional registration(s) are provided then NO POINTS WILL BE AWARDED.

References must be directly related to the requested relevant project experience. Bidders must populate the required Tables in this RFQ complete with all references information as required to qualify for points.

It should be further noted that a minimum qualifying score per sub-criterion and overall must be met as set out in the table below:

	Evaluation Area	Max Points	Minimum Threshold
1	Company Experience	50	30
2	Key Staff Resource Experience/Qualifications	50	30
	Total	100	60

#	Evaluation Criteria	Sub-Criteria	Maximum Points	Minimum Points
1.	Bidders Previous Experience			
	<p>Bidder is required to provide relevant traceable reference letters reflecting experience on contracts/previous works.</p> <p>Reference letters provided must clearly indicate the following information.</p> <ul style="list-style-type: none"> Client name on letter head Contract start date and end date Contract duration Contract value Clear indication of total tonnage of waste processed in a month (Average monthly tonnage will be accepted if the monthly total varies) A clear indication that the service includes collection / transport of waste, sortation and disposal of waste. A clear indication that the service includes both hazardous and non-hazardous waste. <p>Note: Only contracts which process on average 15 tons of waste per month will be considered</p> <p>Note: Completions letters will only be accepted if the above information is included on the completion letter</p>	<p>Bidder must provide contactable reference letters for contracts / services of a similar nature to the service required at Cape Town International Airport</p> <p>Similar shall mean environments such as airports, malls, train stations, conference centres, university, large factories etc. This list is not exhaustive, the bidder shall ensure that sufficient clarity is provided regarding scope of the project / service.</p> <ul style="list-style-type: none"> Less than three (3) years = 0 points Three (3) or more years and less than five (5) years = 30 points Five (5) or more years = 50 points <p>Note: Total years of service will be calculated cumulatively across the letters provided should more than 1 letter be provided.</p> <p>Note: Only contracts/services with a duration of 1 year or more will be accepted</p> <p>Note: Where contracts have not been completed and are still in progress then at least 1 year must have been completed</p>	50	30
2.	Key Personnel Experience and Qualification			
	<p>Bidding entity to provide a comprehensive CV for Key Personnel that has previous experience relevant to Waste Management and relevant qualifications.</p> <p>Proof of qualifications must be provided as follows:</p> <p>Contract Manager:</p> <p>1) NQF 6 or higher</p>	<p>2.1. Contracts Manager's years of relevant experience in a contract management capacity in the waste services environment.</p> <ul style="list-style-type: none"> Less than 3 years = 0 points 3 to 5 years = 20 points Greater than 5 years = 30 points <p><i>Evidence: Bidders are required to complete the Summarised CVs for all key personnel and submit detailed copies of CVs and certified copies of certificates and qualifications</i></p>	30	20
	<p>Bidding entity to provide a comprehensive CV for Key Personnel that has previous experience relevant to Waste Management and relevant qualification.</p> <p>Site Supervisor:</p> <p>2) Matric /NQF4</p>	<p>2.2. Site supervisor years of relevant experience in a supervisory / management capacity in the waste services environment.</p> <ul style="list-style-type: none"> Less than 3 years = 0 points 3 to 5 years = 10 points Greater than 5 years = 20 points <p><i>Evidence: Bidders are required to complete the Summarised CVs for all key personnel and submit detailed copies of CVs and certified copies of certificates and qualifications</i></p>	20	10
	TOTAL POINTS - Bidders must score a minimum of 60 points of 100 points to be considered for further evaluation. Bidder must also meet the minimum points for each sub-criterion.		100	60



3.5.2. Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value equal to or below R50 million and 90/10 for bids with the rand value above R50 million. A maximum of 80 or 90 points is allocated for price based on the following formulae (delete formula not applicable):

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

Evaluation of Preference

ACSA will score specific goals out of 10 or 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20 or out of 10. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid: Paste applicable goal here:

Item	Category	Specific Goals	Score	
				10
1.		51% owned by Black male and Black women and Black youth and People living with disabilities		10
		51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)		8
		51% owned by Black male or Black women or Black youth or People living with disabilities		6
		Less than 51% owned by Black male, Black women, Black youth, People living with disabilities		4
		Other		0

3.5.3. Objective Criteria – N/A

3.5.3.1. In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

SECTION 4: RETURNABLE DOCUMENTS



4.1 Mandatory Returnable documents


ACSA will disqualify from the bid process any bidder that has failed to submit mandatory returnable documents and information. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
NEC form of offer	
Declaration of Interest Form and Politically Exposed Persons	
SBD 4 Bidder's Disclosure Form	
SBD 6.1 Preference Points Claim Form	
SBD 6.2 Declaration for local content and production for PPPFA designated sectors	
Confidentiality and Non-Disclosure Agreement	

4.2 Other Returnable Documents and information

These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit	
Verifiable medical certificate of report as proof of disability (For preference claims)	
Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)	
Names and identity numbers of Directors, / Trustees / Members / Shareholders and Senior management	
Certificate of Incorporation of the bidding entity showing ownership split	
Central Supplier Database Report (CSD)	
Add other returnable documents specific to this bid.	

<p>Letter of intent from proposed landfill disposal and recycling sites that will accept waste streams (Proof of agreement and relevant permits will be requested at award stage)</p> <ul style="list-style-type: none"> • From general waste landfill, unless this stream is repurposed. If repurposed/remediated, the repurposing/remediation entity shall issue letter of intent. • From hazardous waste landfill, unless this stream is repurposed/remediated. If repurposed / remediated, the repurposing/remediation entity shall issue letter of intent. • From recycling facilities for the various waste streams included in the scope of this service. 	 <p>AIRPORTS COMPANY SOUTH AFRICA</p>
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4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

SECTION 5: RETURNABLE DOCUMENTS



AIRPORTS COMPANY
SOUTH AFRICA

5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration *as a returnable document All I.D. document for Directors / Trustees / Members / Shareholders and Senior management of the bidding entity*

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIIP) in their organisation. See below definition of PEP/DPIIP.

Politically Exposed Persons or DPIIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

5.1.1 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

I/We certify that there is / no PEP/DPIIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:

PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2. I/We declare that we have not acted in any manner which promotes unfairness, contravenes any law or is against public morals. We further certify that we will in full compliance of this tender terms and conditions as well as ACSA policies in the event that we are successful in this tender.

Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished in this tender document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this tender, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this tender.

Signature

Date

Position

Name of bidder

5. 2 BIDDER'S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES/NO



- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH
6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder


5.3 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals / Preference.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or}$$

Where

- P_s = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals/preference point allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	

Other	0	
-------	---	--

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



Form 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“_____”)

of

[Service Providers Address]

1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
 - 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
 - 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
 - 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
 - 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
 - 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
 - 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
 - 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below;
- but does not include information which -
 - 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
 - 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
 - 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
 - 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
- is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of

such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);



For the purposes of this agreement the party, which discloses confidential information, shall be referred to as “the disclosing party” and the party, which receives the confidential information, shall be referred to as “the receiving party”.

- 1.2 ““affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.5 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3. **USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4. **NON-DISCLOSURE**

- 4.1 THE RECEIVING PARTY undertakes that –



AIRPORTS COMPANY

- 4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall
- 4.1.3 take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;
- 4.1.4 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.5 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.6 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.
- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

- 5.1.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.1.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.1.3 where copies of the confidential Information are held;
- 5.1.4 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and



- 5.1.5 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "**Company IP**") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the **SCM OFFICIAL kamaal.allom@airports.co.za**. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. DURATION

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5 years** ("the term"), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. TITLE

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:

- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.



9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicile to any other address which is not a post office box or poste restante.
- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
 - 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
 - 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. **GENERAL**

- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.



- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 202_____

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 2024

[NAME OF SERVICE PROVIDER]

the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____
2. _____



FORM 5.6: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)

Airports Company South Africa Limited.

Proposal No: CIA RFB 7615-2024

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

we hereby submit a proposal in respect of Integrated Waste Management Services at Cape Town International Airport for a period of five (5) years in accordance with Airports Company South Africa requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.



AIRPORTS COMPANY
SOUTH AFRICA

- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.

- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2025
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Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

CERTIFIED B-BBEE CERTIFICATE

(Bidder to attach Certified BBB-EE Certificate from approved certification agency)

(a) If the certificate was issued by a verification agency the following must be on the face of the certificate:

SANAS logo, unique BVA number, must be an original certificate or a copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.

(b) If certificate was issued by an Auditor/ Accounting Officers:

The Accounting Officer's or Registered Auditor's letter head with full contact details, the Accounting Officer's or Registered Auditor's practice numbers, the name and the physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry, the B-BBEE Status Level of Contribution obtained by the measured entity, the total black shareholding and total black female 11 shareholding, the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or a copy of the original.

(c) If the certificate was issued by registered auditors approved by IRBA

Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo, clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE, reflect relevant information regarding the identity and location of the measured entity, identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores, record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution, reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date, and the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or a copy of the original.

(d) A sworn affidavit prescribed by the B-BBEE Codes of Good Practice.

FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED

REGISTRATION TO THE NATIONAL TREASURY'S CENTRAL SUPPLY DATABASE

The tenderer / bidder shall provide a printed copy of the Active Supplier listing on the National Treasury Central Supplier Database. (www.treasury.gov.za) In the case of a joint venture(JV), the bidder shall provide printed copies of the Active Supplier Listing on the National Treasury Central Supplier Database for each member of the JV. Bidders who are not registered on the Central Supplier Database and should attach proof of their application for registration. In the case of a Joint Venture, a printed copy of the Active Supplier Listing must be provided for each member of the Joint Venture. It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. Airports Company South Africa reserves the right not to award tenders to prospective suppliers who are not registered on the Database

SIGNED ON BEHALF OF TENDERER:

.....

LETTER OF GOOD STANDING

A valid letter of good standing for general building works as issued by the Department of Labour or the Federated Employers' Mutual Assurance Company (FEM) document

The bidder needs to be registered and in good standing with a compensation insurer who is approved by the Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993)

(a) A valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, must accompany the bid documents.

(b) In the case of a Consortium/Joint Venture every member must submit a separate valid Letter of Good Standing from the Compensation Commissioner or a copy thereof with the bid documents.

(c) If a bid is not supported by a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, as an attachment to the bid documents, ACSA reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by ACSA, the bid will be disqualified.

(d) If a bid is accompanied by proof of application for valid Letter of Good Standing from the Compensation Commissioner, the original or copy thereof must be submitted on/or before the final date of award.

(e) Should a bidder's Letter of Good Standing from the Compensation Commissioner expire during the contract period, a valid certificate must be submitted within an agreed upon time.

(f) The right is reserved to not award a tender if a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof is not submitted within the requested time.

SIGNED ON BEHALF OF TENDERER:

VALID TAX CLEARANCE CERTIFICATE

A valid Tax Clearance Certificate from the South African Revenue Services (SARS) shall be attached to this Schedule.

A copy of a Tax Compliance Status Pin and a Tax Compliance Certificate, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters with SARS are in order.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin and a Tax Compliance Certificate, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin and a Tax Compliance Certificate as an attachment to the bid documents, Airports Company South Africa reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by ACSA, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by ACSA

SIGNED ON BEHALF OF TENDERER:

Joint Venture Agreement

(Bidder to attach agreement/Memorandum of understanding between the parties.)

Indicate the type of tendering structure by marking with an X where applicable

Unincorporated Joint Venture (registration number for each member of the JV)	
Incorporated JV	

Please complete the following:

Name of lead partner/member of JV	
CIPC Registration Number (for each individual company /JV member)	
VAT Registration number (for each individual company /JV member)	
CIDB Registration number (for each individual company /JV member)	
Shareholding organogram breakdown (for each individual company / JV member) clearly identifying percentages owned by individual shareholders (full names and ID numbers) and other entities (provide full legal/trading name and respective identifying registration / trust members	
Contact Person	
Telephone number	
E-mail address	
Postal address (also each member of the JV)	
Physical Address (also each member of the JV)	

ACSA INSURANCE CLAUSES

Refer to NEC contract

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

Includes price quotations, advertised competitive bids, limited bids and proposals.

Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I, certify, on behalf of:

that: (Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- Joint venture or Consortium means an association of persons for combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

BRIEFING SESSION FORM

This is to certify that:

Bidder Name _____

Attached a briefing / site inspection meeting which was held

Bidder was represented by:

Name: _____

Designation: _____

This certification is made on behalf of ACSA by:

Name: Kamaal Allom _____

Designation: _____

Signature: _____

Date: _____



CERTIFICATE OF INCORPORATION