

Subject	Specification
Project Name	Sale Of eWaste, Collection and Recycling of eWaste
Reference	RFQ No: 23/24/56 IP



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1. BACKGROUND

SAPO has from time to time redundant eWaste in the form of computers, printers, scanners, etc. These redundant assets are normally broken, old and or no more in use. Such assets are collected around the country and kept in central points in preparation for disposal.

2. OBJECTIVE OF BID

To appoint a Recycling specialises to collect eWaste on an as and when required by SAPO, for a period of one (1) year for the South African Post Office (SAPO).

3. EWASTE COLLECTION ADDRESS

The eWaste collector must be collected at the following address within 2 weeks upon receiving an award letter from SAPO:

Cape Mail Centre Showground's Avenue, Epping industrial, Cape Town.

4. SCOPE OF WORK

The South African Post Office wishes to appoint a suitable and qualified Supplier to buy all its eWaste. The successful company will be responsible for disposal of eWaste in SAPO's nationally for a period of 1 year.

- The suitable eWaste recycler/collector should have capacity to collect cartridges, clear the site and offer metal bins where required at no cost to the Post Office.
- The suitable eWaste recycler/collector should have capacity to collect eWaste, weigh it, present a weighbridge slip and present a certificate of destruction after the disposal process has happened.
- SAPO Disposal Management personnel will be present during all collection of eWaste to oversee all operational activities and to determine the true weight of the eWaste collected.

5. GATE KEEPING

No	Description
Bidders must comply with the following gate keeping criteria.	
Failure to comply with the following criteria will result in the bid not being evaluated further.	
5.1.1.	Bidders tendering must be well established to be able to collect, dispose e-waste, provide a disposal certificate and must be registered with a recognise body in recycling and disposal field.
5.1.2	Bidders must submit a completed Pricing Schedule (see Bid document) and a detailed quotation on a Company letter head
5.1.3	The bidder must submit proof of Certificate Under Section 4(2) of the Second-Hand Goods Act , 1955 (Act no.23 of 1955)

6. CONDITIONS TO BID

Bidders must submit the following document/s.

- 6.1 Valid Tax Pin Certificate of the bidding company. The Tax Clearance must be valid upon closing of the bid and throughout the duration of the contract.
- 6.2 Bidders to submit their Municipal Account or Statement which should not be older than two (2) months. In case of rented premises a valid lease agreement must be submitted.
- 6.3 Bidders to provide their valid original or certified copy of B-BBEE certificate or affidavit.