



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Private Bag X44, Pretoria, 0001, South Africa, ISibalo House, Koch Street, Salvokop, Pretoria, 0002
www.statssa.gov.za, info@statssa.gov.za, Tel +27 12 310 8911

ANNEXURE E

REQUEST FOR QUOTATION (RFQ) SPECIFICATION

BID DESCRIPTION:

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE OUTRIGHT PURCHASE, DISPOSAL, SECURE TRANSPORTATION, OFF-SITE DESTRUCTION (CRUSHING), AND ENVIRONMENTALLY COMPLIANT RECYCLING OF REDUNDANT ELECTRONIC AND OFFICE ASSETS FOR STATISTICS SOUTH AFRICA (STATS SA)

BID NUMBER: DA-10001

RETURNABLE DOCUMENT

1. PURPOSE AND OBJECTIVE

The objective of this Request for Quotation (RFQ) is to invite formal written proposals from accredited, professional waste management and electronic waste (e-waste) recycling service providers. The successful bidder will be contracted for the outright purchase, collection, secure transportation, absolute mechanical destruction via crushing, and final compliant disposal of **6,429 redundant assets** belonging to Statistics South Africa (Stats SA).

2. COMPLIANCE, LEGISLATIVE, AND REGULATORY FRAMEWORK

The execution of this contract and the handling of all associated assets must strictly comply with the provisions of the following South African legislative and regulatory frameworks, as amended:

- Public Finance Management Act (PFMA), Act 1 of 1999.
- National Environmental Management: Waste Act (NEMWA), Act 59 of 2008.
- National Environmental Management Act (NEMA), Act 107 of 1998.
- Consumer Protection Act (CPA), Act 68 of 2008 (Section 55 regarding safety and environmental hazards).
- Protection of Personal Information Act (POPIA), Act 4 of 2013.

3. SCOPE OF WORK AND ASSET SPECIFICATIONS

The successful bidder will take full responsibility for the assets as soon as they are collected. There are exactly **6,429** items in the inventory, categorized as follows:

ASSET CLASSIFICATION	DESCRIPTION	QUANTITY
Assistive Device, Med & Allied Equipment	Scanner temperature	1351
Audio Visual Equipment	Television, Security camera	51
Computer Hardware	Computer CPU, Monitor, Laptops, Tablets	4814
Office Furniture	Desks, Chairs, Cabinets	4
Office Equipment	Shredder, Plotter, Trolley, Handheld Scanner	146
Photographic Equipment	Camera, Microphone, Stand Tripod	10
Security Equipment Immovable	Mounted Security Camera	33
Security Equipment Movable	UPS, DVR, Cabinet rack	8
Survey Equipment	GPS units	10
Telecommunication	Amplifier	2
TOTAL ASSET INVENTORY COUNT		6429

4. COLLECTION AND DELIVERY SITE DETAILS

All assets listed under Section 3 are situated at the Stats SA head office. The successful service provider will be required to execute all loading and collection activities at the following physical location:

Facility Name: ISibalo House (Statistics South Africa)
 Street Address: Koch Street, Salvokop
 City/Town: Pretoria
 Postal Code: 0002

5. SPECIAL CONDITIONS OF CONTRACT AND OPERATIONAL STIPULATIONS

Bidders must explicitly bind themselves to the following non-negotiable service delivery conditions:

- **Absolute Prohibition of Resale:** Under no circumstances shall any asset, sub-assembly, individual component, spare part, or recovered raw material be resold, leased, refurbished, donated, or reintroduced into the commercial market as a functional item.
- **Mandatory Destruction Methodology:** Complete and irreversible structural destruction via mechanical crushing is mandatory. The processing must render every single asset completely unusable, irreparable, and visually unidentifiable.
- **Off-Site Processing Operations:** No mechanical destruction, crushing, or sorting operations will be permitted on Stats SA premises. All crushing processes must be executed entirely within the service provider's secure, licensed facility.
- **Logistical and Resource Provision:** The appointed service provider is solely responsible for providing all logistics, including appropriate transport vehicles, tools, specialized loading equipment (e.g., forklifts, pallets), and physical labour. Stats SA will not provide mechanical or manual assistance.

6. FINANCIAL MODEL AND REVENUE STRUCTURE

This procurement process utilizes a state revenue-generation model via asset disposal:

- **Advance Outright Payment:** The appointed service provider must make full, outright payment of the total agreed bid value to Stats SA via Electronic Funds Transfer (EFT). This payment must reflect in the designated Stats SA bank account **prior to** the loading, collection, or removal of any assets.
- **All-Inclusive Cost Inclusions:** The financial offer submitted by the bidder must be a net value offered to Stats SA. The provider shall bear 100% of all operational overheads, including transport, labour, processing, and crushing costs. Stats SA will not entertain any service fees, hidden charges, or invoices from the provider.

7. END-TO-END EXECUTION AND PROCESS FLOW

The project must be executed according to the following chronological sequence:

1. **Contract Award:** Stats SA issues an official Letter of Appointment to the preferred bidder.
2. **Invoicing and Payment:** Stats SA issues a revenue invoice to the provider for the total bid amount. The provider completes the EFT payment.
3. **Verification and Loading:** Upon verified clearance of funds, the provider deploys logistics and labour to Stats SA premises to systematically log, verify against the asset list, and load the 6,429 assets.
4. **Secure Transit:** Assets are securely transported directly to the provider's licensed facility without intermediate stops.
5. **Destruction Processing:** The items are mechanically crushed in accordance with environmental standards.
6. **Close-Out and Certification:** The provider issues an official Certificate of Destruction and a green recycling compliance report to Stats SA.

8. MANDATORY EVALUATION CRITERIA (DISQUALIFICATION)

Bidders **must submit** the following compliance, statutory, and licensing documents alongside their quotation. Non-submission of any of the items listed below at the time of bid closure will result in **immediate disqualification** and the bid will not be evaluated further:

- **E-Waste Management Licensing:** A valid Waste Management Licence (WML) or registration certificate as an authorized waste management facility, issued by the National Department of Forestry, Fisheries and the Environment (DFFE) or the relevant Provincial Environmental Department.
- **Written Undertaking of Capacity:** A formal commitment signed by an authorized signatory on the bidder's official company letterhead, confirming the legal and mechanical capacity to issue a comprehensive **Certificate of Destruction** covering all 6,429 individual items within fourteen (14) business days from the collection date.

9. PRICING SCHEDULE

Bidders must complete and submit SBD3.1 for their financial offer.

Note: The bid price must represent the total lump sum the service provider will pay to Stats SA.