



**CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD**

**URBAN WASTE MANAGEMENT  
WASTE MINIMISATION**

**Directorate: Waste Services**

**Department: Waste Minimisation**

**Branch: Community Recycling Centres (Drop-offs)**

**Tender: 212S/2023/24**

**Clarification meeting: 12 April 2024**

**Making progress possible. Together.**

# TENDER BRIEFING

---

## AGENDA

1. INTRODUCTION
2. FUNCTIONALITY
3. RESPONSIVENESS CRITERIA
4. PRICE SCHEDULE
5. CONTRACT PRICE ADJUSTMENT
6. CONDITIONS OF TENDER
7. TENDER DESCRIPTION
8. TENDER SPECIFICATIONS
9. INFORMATION TO BE PROVIDED WITH THE TENDER
10. QUESTIONS & RESPONSE



# INTRODUCTION

---

## **TITLE: TENDER 212S/2023/24: COLLECTION OF RECYCLABLE MATERIALS AT THE SURROUNDING AREAS OF WOODSTOCK AND RECOVERY AND SORTING OF RECYCLABLE MATERIAL AT THE SAME DROP OFF FACILITY**

The CCT intends to appoint a main tenderer and alternative tenderers for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right not to appoint a tenderer at all.

The contract period shall be for a period of **36 MONTHS (3years)** from the commencement date of the contract.

➤ **Queries** via email to: **SupplyChainManagement.UWM@capetown.gov.za**

# FUNCTIONALITY

## 2.2.1.1.4

---

### ➤ **Company Experience**

The tenderer must have experience in **waste management (collection, handling, transportation and disposal)**. Tenders **MUST** complete **Annexure 13 B** and **attach proof of reference on a company letterhead**.

### ➤ **Personnel**

#### • **Project Manager**

The project manager must have a **NQF 5/6 certificate** with managerial experience in waste management (collection, handling, transportation and disposal). Tenderers **MUST** complete Annexure 13C, attach the **Certificate** as well as a comprehensive CV.

#### • **MRF Site supervisor**

The MRF supervisor must have **Matric** and experience in waste recycling services. Tenderers **MUST** complete Annexure 13 D and attach a comprehensive CV and **matric certificate**.

### **Collection Supervisor**

- The collections supervisor must have **Grade 10** and experience in waste collection services. Tenderers **MUST** complete Annexure 13 E and attach a comprehensive CV and attached a **grade 10 certificate/results**.

# FUNCTIONALITY

## 2.2.1.1.4

---

***Tenderers to note minimum requirement for personnel therefore failure to submit the required certificates will render the tenderer to be non responsive and will not be evaluated for functionality.***

Other criteria:

**2.2.1.1.7 Waste Accreditation**

**2.2.1.1.8 MINIMUM WAGE RATE FOR DRIVERS**

**2.2.1.1.9 MINIMUM WAGE RATE FOR WORKERS**

**2.2.1.1.10 For the sale of goods received at the Drop-off facility (i.e. on-site/off site) classified as “white good” or items of value, to the public, a contractor must provide proof of a valid second hand goods**

# FUNCTIONALITY TABLE

EVALUATION AREA	EVALUATION CRITERIA	Points	Weighting
<b>Company experience</b> in waste management (collection, handling, transportation and disposal) <b>Tenderer to complete Annexure 13 B</b>	0-3 years	5	30
	More than 3 - 5 years	10	
	More than 5 - 10 years	20	
	More than 10 Year	30	
<b>Project manager's</b> with an NQF level 5/6 with managerial experience in waste management (collection, handling, transportation and disposal) <b>Tenderer to complete Annexure 13C and attach a comprehensive CV</b>	NQF 5/6 with 0-2 years	0	20
	NQF 5/6 with more than 2- 3 years experience	5	
	NQF 5/6 with more than 3-4 years experience	10	
	NQF 5/6 with more than 4-5 years experience	15	
<b>Material Recovery facility (MRF) site supervisor</b> with Matric and experience in waste waste recycling services <b>Tenderer to complete Annexure 13D and attach a comprehensive CV</b>	Matric 0-2 years experience	0	20
	Matric More than 2- 3 years experience	05	
	Matric More than 3-4 years experience	10	
	Matric More than 4-5 years experience	15	
<b>Collection supervisor</b> with Grade 10 and experience in waste collection services <b>Tenderer to complete Annexure 13E and attach a comprehensive CV</b>	Gr 10 0-2 years experience	0	20
	Gr 10 More than 2- 3 years experience	05	
	Gr 10 More than 3-4 years experience	10	
	Gr 10 More than 4-5 years experience	15	
<b>High Rail Truck/s</b> with a capacity of 5 Tons the age of the vehicle may not be older than 5 years	0-2 years (age of vehicle)	10	10
	More than 2-3 years (age of vehicle)	3	
	More than 3-5 years (age of vehicle)	2	
<b>TOTAL</b>		<b>100</b>	<b>100</b>



# RESPONSIVE CRITERIA

---

## 2.2.1.1.7 ACCREDITATION

- Please attach your valid accreditation to the tender submission or proof of application.

## 2.2.1.1.8 MINIMUM WAGE RATE FOR DRIVERS

- Tenderers must comply with the minimum labour rate in respect of “Medium Motor Vehicle Driver (articulated)” as determined by the current National Bargaining Council for the Road Freight & Logistics Industry (NBCRFLI), at close of tender.

## 2.2.1.1.9 MINIMUM WAGE RATE FOR WORKERS

- The basic minimum wages must be met for workers as determined by **the Department of Labour** for the Cleaning Sector as at close of tender.

# PRICE SCHEDULE C.4

## Two Pricing Schedules: 1 & 1.1

ESTIMATED NUMBER OF SERVICE POINTS PER WEEK: 22408				
ITEM	DESCRIPTION:	(A)	(B)	(C)
1	VEHICLE COSTS	QUANTITY REQUIRED	UNIT MONTHLY COST(Excl. VAT)	(C=A x B)MONTHLY COST(Excl. VAT)
1.1	Vehicle Costs (i.e. licensing, maintenance, fuel)		R _____	
2	<b>LABOUR COSTS (Collections)</b>			
2.1	Project Manager	1	R _____	
2.2	Cost per Supervisor (collections/ logistics)	1		
2.3	Cost per Driver		R _____	
2.4	Cost per Worker (runners)		R _____	
3	<b>LABOUR COST MATERIAL RECOVERY FACILITY (MRF OPERATIONS)</b>			
3.1	Cost per Supervisor (MRF site)	1	R _____	
3.2	Cost per Worker (waste sorters on site)	25	R _____	
3.3	Rental of MRF	1160 square meters	60	R69 600
3.4	5% of the rate per service point will be allocated to marketing, communication and awareness		R _____	
3.5	25 micron clear recycling bags (per service point)	See number of service points	R _____	
3.6	Overheads /Miscellaneous, per month		R _____	
<b>MONTHLY COST (EXCL. VAT)</b>				
4	<b>DRY RECYCLING RATE PER SERVICE POINT: Total monthly cost divided by number of service point per month</b>			

NO	Recycling Collection Vehicles	Mark applicable with X			Monthly Financing charges (including hire/ lease if applicable) (A)	Monthly Operational Charges (Including Maintenance, Insurance and Licencing, Fuel) (B)	TOTAL COST PER MONTH (Excl. Vat) (C) (A+B = C)
		OWN	PURCHASE	HIRE/LEASE			
1					R _____	R _____	R _____
2					R _____	R _____	R _____
3					R _____	R _____	R _____
4					R _____	R _____	R _____
5					R _____	R _____	R _____
6					R _____	R _____	R _____
7					R _____	R _____	R _____
8					R _____	R _____	R _____
9					R _____	R _____	R _____
<b>TOTAL MONTHLY VEHICLE RELATED COST</b> (To be brought forward to <u>Pricing Schedule 1</u> of the pricing schedule).							R _____



# CONTRACT PRICE ADJUSTMENT SCHEDULE F.1

---

## 8.12 Price Adjustment Mechanism:

8.12.1 The Contract Price as per GCC shall remain Firm for the first 12 months from date of commencement of the contract and no claims for contract price adjustment will be considered for the first 12 months subject to the provisions in the price schedule.

8.12.2 Subject to 8.12.1. above, Contract Price Adjustment will be applicable as from commencement of the 13 month. Tenderers shall be entitled to claim contract price adjustment as follows:

8.13 90% of the tendered price will be subject to adjustment annually based on the average Consumer Price Index (CPI) as follows:

From start of 13th month to the end of the 24th month: Subject to contract price adjustment in accordance with the Consumer Price Index (P0141–Table B2 – CPI headline year-on-year rates). Base month for the price adjustment shall be two (2) calendar months prior to the date of commencement. The end month shall be two (2) calendar months prior to the 12th month.

From start of 25th month to end of the contract: Subject to the contract price adjustment in accordance with the Consumer Price Index (P0141–Table B2 – CPI headline year-on-year rates). Base month for the price adjustment shall be two (2) calendar months prior to the 13th month. The end month shall be two (2) calendar months prior to 24th month.

The average CPI calculated, the base month to the end month (both included) divided by the number of months.

The claim will be based on the average between the “base month” and the “end month” e.g.:  $7+6+9+6 = 28$   
 $(28/4) = 7$  therefore the claim will be 7%. 10% of the rate will remain fixed.

8.14 Labour rate adjustment for drivers must be calculated in terms of the NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT & LOGISTICS INDUSTRY (NBCRFLI)

8.15 The basic minimum wages must be adjusted for workers/ runners as determined by the Department of Labour for the Cleaning Sector.

# SPECIAL CONDITIONS OF CONTRACT

## C.6

### PERFORMANCE SECURITY

The Guarantee Sum shall be equal to **(5%) of the Contract Value per area(s) awarded**

### PENALTIES

**The penalty for this contract shall be:**

**22.1.1 Commencement of the Contract:** Should the Contractor not commence with the contract as agreed by both parties and after receipt of an official order, 5% of monthly contract value for every month that contract is delayed, will be deducted for late start from the first invoice due to contractor

**22.1.2 Non-performance in respect of Dry recyclable material:** A penalty equal to three (3) x the Rate per service point of Dry Recyclable Service x number of service points not serviced on a scheduled day will be applied.

**22.1.3 Non-submission of the Expanded Public Works Programme (EPWP) documents** will result in R200 per day penalty until such information is provided and penalty will be deducted with next payment schedule/invoice.

**22.1.4. Failure to supply full and complete EPWP documents** to the City will incur a penalty of R100.00 per day missed from the submission date of the 5th of every month.

**22.1.5 Failure to comply with service level agreement and operational management plan** after a written notice to comply within 7 days has been issued will result in a penalty of R500 per day until rectified

# TENDER SPECIFICATION

## C.5

---

### OVERVIEW

The collection of recyclables from immediate communities, recovery and sorting of recyclables at the Drop off facilities, contributes to achieving the City of Cape Town's waste minimisation objectives through diversion from landfill. The service provider appointed will be required to meet the minimum diversion targets

### PURPOSE

#### COLLECTION OF RECYCLING MATERIAL FROM DROP OFF IMMEDIATE SURROUNDING

The purpose of the service is to separate waste at source and thereby diverting it from landfill. The appointed contractor is required to collect the dry recyclable materials from all participating Residential properties in the serviced area. The service includes the promotion and establishment of a culture of Dry Recyclable Material separation at-source with an independent collection service provider, thereby ensuring that recycling and re-use opportunities are maximized. The Dry Recyclable Material service level is a **weekly kerbside dry collection service to all residential properties** using clear bags the first year and as the participation and yielding of the recyclables increase during the course of the contract the City of Cape town will issue **140l bins for collection and removal of the dry recyclables** from the mentioned contracted areas to ensure that recycling opportunities are maximized and landfilling minimised.

#### RECOVERY OF RECYCLABLES AT THE DROP FACILITY

The purpose of this service is to appoint a service provider at the Woodstock drop-off facility to recover recyclable materials from the various waste streams dropped off at the facility (with the exception of the garden waste) and sorting the material into different types of recoverable and recyclable materials for sale or donation. This activity contributes towards the City's waste minimisation objective by, maximising waste diversion from landfills. The service provider appointed at the drop-off site is thus required to maximise the recovery of all recyclable materials at that drop-off site (with the exception of garden waste) in terms of the Licence, Implementation plan and Standard Operating Procedure to be developed after an award of this contract. The service provider will be sorting all collected recyclables from the collection portion of this tender at the appointed drop-off.

# TENDER SPECIFICATIONS

---

## 2. DESCRIPTION OF THE SERVICES REQUIRED

### 2.1. COLLECTION OF RECYCLING MATERIAL FROM DROP OFF IMMEDIATE SURROUNDING

**2.1.1.** A scheduled collection of dry recyclable materials from immediate surroundings of the Drop off facility will be established to ensure that recycling and re- use opportunities are maximized and landfilling minimised.

**2.1.2.** All recyclables are required to be collected and delivered by the service provider to the identified City's Drop off facility for further processing and sale by the contractor. The service provider does not have own discretion in this regard, the City will determine where the collected material is taken. ie. Woodstock drop off sites.

**2.13.** The contract provides for a **weekly** collection of dry recyclables (dry waste) from residential properties and residential complexes in the respective areas. This service is additional to the current Council refuse collection service (general household waste) arrangement and which Council will continue to provide. Dry recyclables should at least include, but are not limited to paper, cardboard, plastic, glass and tins.

# TENDER SPECIFICATIONS

---

## 2.2 Collections Vehicles

In order to collect the recyclables from the **22408 (weekly) households** it is expected that the service provider have vehicle/s with the carrying capacity of 5 tons for every 5000 households. Vehicles older than 5 years will not be considered for this contract. The tenderer will calculate the number of vehicles required based on the minimum capacity of the trucks to be utilised for this contract. Consideration should be the number of beats where recyclable materials will be collected and the schedules thereof. See below table A for information relating to the collection points/beats.

**Please note the calculation provided in Table A:**

Total Service Points for Woodstock MRF= 22408

Kg per SP @3kg per week = 268896 kg

Tons per month = 269 ton

# TENDER SPECIFICATIONS

## 2.4.1 MASS BASED TARGET

The number of targeted service points for each contracted area were derived from Geographical Information System. The number of service points may be adjusted accordingly as agreed to in writing by the CoCT. A mass target of co-mingled recyclables to be collected from each contracted area is pre-determined. The mass target of co-mingled recyclables must be achieved and maintained during the first 12 months of the contract. On contract anniversary the, 13<sup>th</sup> month, a new target will be set. The required tonnages will be increased at twelve (12) months intervals subsequent to commencement of the contract and the contractor must achieve the set targets per serviced area/s as indicated in Tables A

MASS BASED TARGET PER AREA					
Targeted Areas	Estimated Service Points	Mass Target (tons): Commencement	Mass Target (tons): 1st Anniversary	Mass Target (tons): 2nd Anniversary	Mass Target (tons): 3rd Anniversary
Woodstock (weekly)	22408	269	277	285	293

# TENDER SPECIFICATIONS

---

## 2.3 RECOVERY OF RECYCLABLES AT THE DROP FACILITY

MAIN HEADINGS TOO NOTE CONTENT:

2.3.1 Recyclables Recovered from the dry-collections services

2.3.2 Salvaging rights

2.3.3 Extent of services

## 3. SITE MANAGEMENT

MAIN HEADINGS TOO NOTE CONTENT:

3.1 INSPECTIONS OF PREMISES/FACILITIES

3.2 PROVISION OF PERSONEL

Project manager

MRF supervisor

Collection Supervisor

Sorters: **Tenderers must have the following minimum personnel per site**

**Woodstock: 25 STAFF MEMBERS**



# TENDER SPECIFICATIONS

---

3.3 PROVISION OF RESOURCES AND EQUIPMENT, AND RESOURCE REGISTERS

3.4 AREA MANAGEMENT MEETINGS

3.5 WASTE TYPES ACCEPTED AT THE DROP-OFFS

3.6 SALE OF SECOND HANDS GOODS

NB. Each facility has its specific license or permits stating rules and regulations that need to be complied with at all times. It is the responsibility of the contractor to familiarise themselves with such rules on site. NONE of the City's Drop off Facilities have amenities available for the housing of employees on-site. The service provider is strictly not allowed to house any of their employees' onsite at any of the drop off facilities

5. OPERATING HOURS

6. ACCREDITATION



# TENDER SPECIFICATIONS

---

## **Awareness, Communication, Marketing And Publicity**

- Five percent (5%) of the rate per service point must be allocated to Awareness, Communication, Marketing and Publicity to promote Waste Minimization through Separation at Source in the targeted area. Awareness, communication, marketing and publicity activities must consist of the following:
- A Starter Pack consisting of information leaflets regarding what can be recycled. This should be issued to all service points in the targeted areas at least one week prior to commencement of contract.
- A minimum of 4 publicity, communication and marketing activities per year. Additional activities may be required in relation to achieving the growth on mass targets.
- Documentary proof of such promotions, expenditure and any planned activities for the following twelve months are to be submitted at the contract anniversary. On appointment, the service provider will be requested to provide more detail in terms of the Awareness, Marketing and Publicity Business Plan, with a breakdown of cost for approval.
- Advertisements of at least A5 size in the local newspapers inviting members of the public to online meetings to inform them of the project and include their input and participation in its roll-out. Convening and facilitation of public meetings, initially to publicize and promote participation in the project, and thereafter quarterly to provide feedback and to reinforce commitment to the project. Advertising at local newspapers on an A5 size publicizing the project and promoting ongoing separation and its benefits to the community.
- Initial and thereafter regular distribution over the contract period colour flyers of at least A4 size introducing and explaining the system and its benefits to all residents and businesses in the area and promoting ongoing separation.
- Other media, marketing and promotional strategies which promote residents and business participation and involvement should be included.

**N.B: All publicity and marketing materials must be approved by CCT representative prior to publication**



# INFORMATION TO BE PROVIDED WITH THE TENDER SCHEDULE F.13

---

- 13.1 Waste Accreditation
- Annexure 13A: VEHICLE TYPE AND AGE

Note requirements in terms of lease, owned and to be purchased

- Schedule 13B: COMPANY EXPERIENCE
- Annexure 13C: PROJECT MANAGER
- Annexure 13D: MRF SITE SUPERVISOR EXPERIENCE
- Annexure 13E: COLLECTIONS SUPERVISOR EXPERIENCE



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

Thank You

Making progress possible. Together.