



**Queries must reach Pikitup at least one week prior to closing date to allow sufficient time for a response.**

## **SCAM ALERT**

With an endeavor to promote transparent processes and to comply with the relevant legislation, respondent / bidding company names are published on the Pikitup website. Fraudsters however abuse the information available from various sources on the internet with fraudulent intentions.

It came to our attention that fraudsters are posing as municipal employees claiming that they are members of either the Bid Evaluation or Adjudication Committee, and soliciting bribes from respondent / bidders for being favored during the evaluation or award process.

Respondents / Bidders are requested to be vigilant pertaining to the following:

- Pikitup invitation documents are available free of charge from the National Treasury e-tender portal, thus do not pay for invitation documents.
- Pikitup is using the National Treasury Central Supplier Database (CSD), hence Pikitup will not request potential bidders to pay for supplier registration forms.
- All Pikitup invitations are published on the National Treasury e-tender portal and / or the Pikitup website. Only respond to invitations that are published on these websites.
- Bid responses must be deposited in the Pikitup tender box as indicated in the respective tender documents.
- Only correspond in writing with the Pikitup contact person as indicated in the tender document. The Pikitup official and contact details are also specified in the invitation as advertised on the National Treasury e-tender portal and / or Pikitup website.
- Do not entertain any request for a bribe, and never pay money for being favored during evaluation or award process.

## **REPORT FRAUD AND CORRUPTION**

**Please report fraud and corruption at the City of Johannesburg Anti-Fraud Hotline: 0800 002 587 or the National Treasury Anti-Corruption Hotline: 0800 701 701**

## CONTENTS

### **PART A: EOI PROCESS GUIDELINES ..... 6**

#### **SECTION 1: INVITATION FOR EOI ('INVITATION') SUMMARY ..... 6**

1.1	Invitation Details .....	6
1.2	Structure of Invitation.....	6
1.3	Pikitup Contact Person .....	6
1.4	Important Invitation Dates and Times .....	7
1.5	Indicative Evaluation Timetable .....	7
1.6	Responses and Lodgement Details.....	7
1.7	Briefing Session.....	8
1.8	Site Visit .....	8
1.9	Additional Information.....	8
1.10	Enquiries .....	8

#### **SECTION 2: EVALUATION CRITERIA ..... 9**

1.1.	Evaluation Method and Criteria.....	9
1.2.	Mandated (or pre-compliance) Criteria .....	9
1.3.	Weighted Functional Criteria.....	12
1.4.	Objective Criteria .....	16

#### **SECTION 3: INVITATION FOR EOI CONDITIONS..... 17**

1.	INVITATION .....	17
1.1	Pikitup's Requirements .....	17
1.2	Accuracy of Invitation .....	17
1.3	Use of Invitation.....	17
1.4	Use of third-party Websites .....	17
1.5	EOI Process does not create a contract .....	17
2.	COMMUNICATION .....	17
2.1	Contact Person.....	17
2.2	Requests for Clarification .....	17
2.3	Industry Briefing and Site Visits .....	17
3.	RESPONSE.....	17
3.1	Format of Response .....	17
3.2	Cost of Preparing a Response.....	18
4.	LODGING A RESPONSE.....	18
4.1	Electronic Copies.....	18
4.2	Hardcopy Lodgement .....	18
4.3	Late Responses.....	18
4.4	Pikitup's Use of Offer Materials .....	18
5.	CONSORTIA AND SUB-CONTRACTING .....	18
5.1	Consortia .....	18
5.2	Sub-contracting .....	18
6.	EOI PROCESS CONDUCT .....	18
6.1	Conduct.....	18
6.2	Pikitup Conduct .....	19
6.3	Confidentiality .....	19
7.	EVALUATION PROCESS .....	19
7.1	Evaluation.....	19
7.2	Discontinue Process.....	19
7.3	Shortlisting.....	19

7.4	Negotiation .....	19
7.5	Secondary Procurement Process .....	19
7.6	Further Approach to Market.....	20
8.	COMPLAINTS AND FEEDBACK ABOUT EOI PROCESS .....	20
8.1	Complaints.....	20
8.2	Supplier Feedback.....	20
8.3	Internal Appeal Process .....	20
9.	GOVERNMENT POLICIES .....	20
10.	PROVISIONS .....	20
11.	DISCLAIMERS .....	21
12.	GLOSSARY .....	21
<b>SECTION 4: GENERAL CONDITIONS OF CONTRACT .....</b>		<b>22</b>
<b>PART B: SPECIFICATIONS / TERMS OF REFERENCE .....</b>		<b>24</b>
<b>PART C: RESPONSE FORMAT .....</b>		<b>32</b>
<b>PART D: EOI CLARIFICATION REQUEST FORM .....</b>		<b>64</b>

# Part A: EOI Process Guidelines

## PART A: EOI PROCESS GUIDELINES

### SECTION 1: INVITATION FOR EOI ('INVITATION') SUMMARY

#### 1.1 Invitation Details

Pikitup Name:	Pikitup Johannesburg SOC Limited
Procurement Title:	INTEGRATED WASTE MANAGEMENT SERVICES AND RESOURCE RECOVERY SOLUTIONS
Invitation Reference Number:	EOI/001/2024
EOI objectives / expected outcomes ('Pikitup's Requirements'):	Pikitup Johannesburg (SOC) Ltd is 100% owned by the City of Johannesburg (CoJ or "the City"). It is mandated to provide waste management and refuse removal services to the residents of Johannesburg. Pikitup is seeking information relating to Integrated Waste Management Services and Resource Recovery Solutions available in the market.

#### 1.2 Structure of Invitation

This Invitation is made up of the following documents.

<b>Part A</b>	<b>EOI Process Guidelines</b> Part A contains general information about the EOI Process and how respondents can provide a Response.
<b>Part B</b>	<b>Specification</b> Part B sets out Pikitup's Requirements in detail.
<b>Part C</b>	<b>Supplier Response Format</b> Part C sets out the format and information that respondents are required to provide a response. Respondents must complete the Part C Supplier Response Format.
<b>Part D</b>	<b>Request for Clarification</b> Template to be used for clarification questions relating to the EOI.

#### 1.3 Pikitup Contact Person

Name:	Morne Koortzen
Position:	Manager Commodities
Email:	mornekoortzen@pikitup.co.za

Please do not attempt to contact or correspond with any other persons from Pikitup or City of Johannesburg who are not listed above to discuss this Invitation.

## 1.4 Important Invitation Dates and Times

Invitation Issue Date	2 October 2024
Briefing Session Date and Time (South African Time)	No briefing session will be held
Site Visit Date and Time (South African Time)	No site visit will be held
Last Queries Date and Time (South African Time)	Queries relating to this EOI must be e-mailed to the Pikitup contact person no later than 31 October 2024 at 16:30
Invitation Closing Date and Time (South African Time)	8 November 2024 at 11:00. No Late responses will be considered after the closing date and time.

## 1.5 Indicative Evaluation Timetable

Validity Period	12 months
Secondary procurement process (if applicable)	To be determined

## 1.6 Responses and Lodgement Details

Method of lodgement	Original hardcopy accompanied by electronic copy in PDF format on a USB flash drive
Other format requirements	The original hardcopy accompanied with an electronic copy in PDF format saved on a USB flash disk must be enclosed in a sealed envelope with the EOI reference number (i.e. EOI/001/2024) and the respondent company name clearly written on the cover of the envelope.

### Hardcopy lodgement or response submission

Location for lodgement	Responses must be deposited prior to EOI closing date and time in the Pikitup tender box situated at Pikitup Johannesburg SOC Ltd Head Office, Tender Office, Jorissen Place, Ground Floor, East Wing, 66 Jorissen Street, Braamfontein, Johannesburg, Gauteng, South Africa.
Access hours for lodgement Access restrictions for lodgement	Business days between 8:00 and 16:30
Information to be marked on Response	Responses must be enclosed in a sealed envelope with the EOI reference number (i.e. EOI/001/2024) and the respondent company name clearly written on the cover of the envelope. Refer to Section 3 Clause 4.1 and 4.2 for further details on requirements for lodgement.
Number of copies required	1 X Original hardcopy 1 X Electronic copy
USB copy of hardcopy documents (Word, Excel, PDF) required	Electronic copy must be in PDF format

### 1.7 Briefing Session

Briefing session	No briefing session will be held
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### 1.8 Site Visit

Pikitup Site Visit	No site visit will be held
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### 1.9 Additional Information

Additional information	Refer to Section 3: Invitation for EOI conditions
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### 1.10 Enquiries

Name	Primary contact person is Morne Koortzen, or for escalations Mhloti Maluleke may be contacted
Department	Supply Chain Management
Address	Pikitup Head Office, SCM Unit, Jorissen Place, 66 Jorissen Street, Braamfontein
Email	<a href="mailto:mornekoortzen@pikitup.co.za">mornekoortzen@pikitup.co.za</a> / <a href="mailto:Mhlotim@pikitup.co.za">Mhlotim@pikitup.co.za</a>



## SECTION 2: EVALUATION CRITERIA

### Important note:

Respondents should note that Pikitup is utilising the Expression of Interest (EOI) process to determine what is available in the market and to learn more about possible solutions available in the market. Should Pikitup, depending on the information received, decide to proceed with the acquisition, the appropriate acquisition process (second stage) will be followed. In the second stage, only respondents who submitted an EOI will be considered.

### 1.1. Evaluation Method and Criteria

Responses to the EOI will be evaluated on their merits according to the following evaluation criteria.

- Mandatory (Pre-compliance) evaluation criteria
- Technical capability and experience
- Objective Criteria and overall responsiveness to the scope of requirements

### 1.2. Mandated (or pre-compliance) Criteria

2.2.1. Mandatory (or pre-compliance) criteria are either a pass or fail, and if not met may result in a response not qualify for being considered further.

2.2.2. Completeness & Responsiveness Assessment

2.2.2.1. Information submitted will first be assessed for completeness and responsiveness. Pikitup shall reject any submission that is not substantially responsive to the requirements of this EOI invitation document.

2.2.2.2. Information submitted will not be considered substantially responsive if it fails to meet the minimum requirements.

2.2.3. Respondents are required to comply with all the mandatory (pre-compliance) evaluation criteria. The below stated pre-compliance evaluation criteria will apply and the following compulsory returnable documents are required for evaluation purposes. Respondents may be eliminated for not submitting compulsory returnable documents or do not meet the minimum mandatory (pre-compliance) evaluation criteria as stated below:

<b>Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)</b>
a1) Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Only foreign suppliers with no local registered entity need not register on the CSD. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database.
<ul style="list-style-type: none"><li>• The respondent must provide copy of the respondent company's active Central Supplier Database (CSD) registration certificate (not older than 3 months from date of tender closing) and / or indicate the bidding company's CSD registration number (i.e. MAAA...) on the MBD 1 form.</li></ul>
a2) Respondents must be compliant when submitting a proposal to Pikitup with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991). It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory

**Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)**

arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. The Tax Compliance status requirements are also applicable to foreign Respondents / individuals who wish to submit bids. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

- The respondent must provide copy of the respondent company's Central Supplier Database (CSD) registration with an overall tax status that specify "tax compliant" or provide a copy of a valid Tax Clearance Certificate (TCC).

Respondent must note that the tax compliance status may be confirmed during the evaluation process.

b1) Documented proof is required confirming that the respondent company's municipal rates and taxes are up to date:

- Where the property is owned by the respondent company, - an original or copy of the Municipal Account Statement of the respondent company confirming that the account is not in arrears for more than ninety (90) days. The municipal account statement must reflect the respondent company name as the account holder, and the statement may not be older than 3 months as from the EOI closing date; or
- Where the property is leased or the respondent company is a tenant on the property; - a letter of good standing or tenant account statement or sworn affidavit from landlord or the landlord's appointed property agent are required, confirming that the respondent company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. The landlord letter of good standing, or landlord account statement, or landlord sworn affidavit must reflect the respondent company name and must be accompanied with a signed lease agreement, or
- Where the property is not owned or leased by the respondent company and special arrangements are in place for the bidding company to operate from the landlord's premises (for example: business operating from residence of the director, working from home, operating from premises free of charge, etc);- a sworn affidavit from the landlord or the landlord agent or the account holder is required, stating the nature of the arrangement with the respondent company and must confirm that the respondent company has no disputed account and / or that the account is not in arrears for more than ninety (90) days.

b2) In addition to the above, documented proof is required confirming that the that municipal rates and taxes are up to date for all the respondent company's owners / members / directors / major shareholders as reflected in the CIPC document:

- Where an owner / member / director / major shareholder is not residing within South Africa;- a sworn affidavit is required from the owner / member / director / major shareholder confirming the aforesaid, or
- Where the property is owned by the owner / member / director / major shareholder;- an original or copy of the Municipal Account Statement of the owner / member / director / major shareholder confirming that the account is not in arrears for more than ninety (90) days, or
- Where the property is leased by the owner / member / director / major shareholder;-

**Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)**

a letter of good standing or tenant account statement or sworn affidavit from landlord or the landlord's appointed property agent are required, confirming that the owner / member / director / major shareholder has no disputed account and / or that the account is not in arrears for more than ninety (90) days. The landlord letter of good standing or landlord account statement or landlord affidavit must reflect the relevant owner / member / director / major shareholder name and must be accompanied with a signed lease agreement, or

- Where the property is not owned or leased, and special arrangements are in place for the owner / member / director / major shareholder to reside at the landlord's premises (for example: residing with wife, husband, partner, family member, etc);- a sworn affidavit from landlord or the landlord agent or the account holder is required, stating the nature of the residence arrangement for the bidding company's owner / member / director / major shareholder and must confirm that the bidding company's owner / member / director / major shareholder has no disputed account and / or that the account is not in arrears for more than ninety (90) days.

Additional notes:

The above correspondence may not be older than 3 months from date of tender closing.

The "landlord letter" is a document that originate from the landlord or the landlord's agent confirming that the tenant is in good standing or not in arrears for more than 90 days. The landlord letter must be dated and signed by the landlord.

The "landlord affidavit" is a document that originate from the landlord or the landlord's agent confirming that the tenant is in good standing or not in arrears for more than 90 days. The affidavit from the landlord must be signed by the landlord or the landlord's agent, and must also be stamped, signed and dated by a commissioner of oath.

The "landlord statement" is a document that originate from the landlord or the landlord's agent addressed to the tenant confirming that the tenant's account is in good standing or not in arrears for more than 90 days. The landlord statement required is not the municipal account statement of that of the landlord. The "landlord statement" must be on the landlord's or the landlord agent's letter head and dated.

**c) Duly Signed and completed MBD forms 1, 4, 8 and 9.**

All MBD forms, declarations or documents must be fully signed, dated, completed, and all questions must be answered. Questions or section in the MBD forms must not be left open or blank. Where a question or section does not apply the respondent must indicate "not applicable" for the particular question or section.

The person signing the bid documentation must be authorised to sign on behalf of the respondent. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.

**d) Joint Ventures (JV) – This criterion is only applicable when the bidder tender as a joint venture.**

- Where the respondent responds as a Joint Venture (JV), the required or relevant documents as per compulsory returnable documents subsections (a) to (c) above

<b>Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)</b>
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must be provided for all JV parties.

- In addition to the above, the respondent must submit a Joint Venture (JV) agreement signed by all relevant parties.

2.2.4. Only respondents that meet all the minimum pre-compliance evaluation criteria will be considered for further evaluation on the weighted functionality criteria.

### **1.3. Weighted Functional Criteria**

1.3.1. Respondents that met the minimum mandatory pre-compliance requirements, will be further evaluated on Functionality and Technical Evaluation Criteria.

1.3.2. Service providers must provide the following:

- Show a proven track record of delivering successful waste management services in in line with the services sought in the scope
- Demonstrate expertise in waste management and resource recovery
- Have the necessary resources to deliver the services
- Demonstrate the methodology and approach for a suitable integrated waste management services and resource recovery solution

1.3.3. EOIs will be evaluated based on the following criteria:

- Company experience and expertise (30%)
- Financial resources and capability (25%)
- Key personnel qualifications and experience (20%)
- Methodology and approach (25%)

1.3.4. The following functionality and technical evaluation criteria, evidence, supporting documentation, scoring, and weightings will apply:

## FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

COMPANY EXPERIENCE IN WASTE MANAGEMENT SERVICES			
EVALUATION CRATERIA	EVALUATION ELEMENTS	EVIDENCE AND MEASUREMENT	WEIGHT ING
<p>Respondents are required to demonstrate relevant experience and competency of the company for all successfully completed projects.</p> <p>The Respondent's track record in the Integrated Waste Management Infrastructure Development including proven track record of previous, relevant projects and successes completed.</p> <p>Integrated Waste Management Services. (Must include Collection, Sortation, disposal/recycling of waste streams as outlined in the service information)</p>	Completed projects in Integrated Waste Management Services	<p>Company(s) should submit a list of all Integrated Waste Management Infrastructure Development completed projects with description, contract value and client contact details.</p> <p>5 projects or more = 5 points  4 projects = 4 points  3 projects = 3 points  2 projects = 2 points  1 project = 1 points  0 project = 0 points</p> <p>Total weighting for this criterion = 15%</p>	15
REFERENCE LETTERS FROM CLIENTS			
EVALUATION CRATERIA	EVALUATION ELEMENTS	EVIDENCE AND MEASUREMENT	WEIGHT ING
Respondents must provide reference letters from clients that relates to Integrated Waste Management Services	Contactable reference letters from the previous and / or present existing clients for Integrated Waste Management Infrastructure Development projects implemented	<p>5 reference letters or more = 5 points  4 reference letters = 4 points  3 reference letters = 3 points  2 reference letters = 2 points  1 reference letter = 1 points  0 reference letter = 0 points</p> <p>Total weighting for this criterion = 15%</p>	15
COMPANY FANACIAL RESOURCES AND CAPABILITIES			
EVALUATION CRATERIA	EVALUATION ELEMENTS	EVIDENCE AND MEASUREMENT	WEIGHT ING
<p><b>Financial Resources and Capability</b></p> <p>The financial ratio calculations for each bidder will be based on the average ratio calculation over the past 3 financial years as per the information contained in the most recent annual financial statements provided, unless stated differently in the tender document.</p> <p>Note:  Respondents are required to provide a copy of the most recent Annual Financial Statements for the</p>	3-year financial statements to determine the average liquidity ratio over the past 3 year	<p>Financial Capability will be measured in terms of the Liquidity Ratio calculation, as per the following formula:  Liquidity Ratio = Current Assets divided by Current Liabilities  The financial ratio will be calculated based on the average ratio over the most recent 3 financial years, as per the information contained on the annual financial statements submitted by the respondent.</p>	25

<p>most recent consecutive 3 (three) financial years or annual financial statements from date of existence for companies that is operational less than three financial years. Where a bidder is established or operational for less than 3 financial years, documented proof must be provided in the form of the company registration document (i.e. copy of CIPC registration document) confirming the date of establishment or if operational commencement started on a later date an original sworn affidavit from the company representative must be submitted to confirm the date of operational commencement.</p> <p>Respondents must ensure that all sets of AFS are signed by an authorised director of the bidding company (i.e. Managing Director, Chief Executive Officer, etc.) to be considered valid AFS.</p> <p>Where the respondent responds as a Joint Venture (JV), the AFS for all relevant JV parties must be submitted and the average ratio calculation for all JV parties will apply.</p>		<p>Evaluation scoring points will be allocated based on the average liquidity ratio. If the value of assets is greater than liabilities by:</p> <p>More than 2 = 5 points  More than 1.5 up to 2 = 4 points  More than 1 up to 1.5 = 3 points  Equal to or below 1 = 0 points</p>	
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KEY PERSONNEL THAT WILL BE INVOLVE IN THE PROJECT			
EVALUATION CRATERIA	EVALUATION ELEMENTS	EVIDENCE AND MEASUREMENT	WEIGHT ING
Experience of <b>Project Team Leader</b> to be assigned to the project with experience and knowledge in the Integrated Waste Management infrastructure development	15 years' experience or more on similar projects	Company(s) are required to submit / attach comprehensive curriculum vitae detailing relevant experience and track record of the <b>Project Team Leader</b> in the Integrated Waste Management infrastructure development	5
Qualifications of <b>the Project Team Leader</b> to be assigned to the project	NQF level 9 and above	Company(s) are required to submit/ attach a certified copy of relevant qualification for the <b>Project Team Leader</b> in the field of environmental waste management in particular, environmental law, environmental economics, or environmental engineering	5
Experience of <b>Manager</b> to be assigned to the project with experience and knowledge in the	10 years' experience or more on	Company(s) are required to submit/ attach comprehensive curriculum vitae detailing relevant	5

Integrated Waste Management infrastructure development	similar projects	experience and track record of the Manager must have a minimum of ten (10) years' experience in integrated waste management	
Qualifications of <b>the Manager</b> to be assigned to the project	NQF level 7 and above	Company(s) are required to submit/ attach a certified copy of relevant qualification for the <b>Manager</b> in the field of environmental waste management in particular, environmental law, environmental economics, or environmental engineering  Total combined weighting for this criterion = 20%	5
<b>METHODOLOGY AND APPROACH</b>			
<b>EVALUATION CRITERIA</b>	<b>EVALUATION ELEMENTS</b>	<b>EVIDENCE AND MEASUREMENT</b>	<b>WEIGHTING</b>
Respondents to provide a methodology and approach proposal aligned to output based service delivery  Respondents must ensure in their submitted methodology that all ten criteria are covered to obtain maximum points.	Detailed Methodology and Approach proposal as per criteria	Respondents must provide a methodology and approach proposal on the proposed solution as outlined in the scope of requirements  The methodology and approach proposal on the proposed solution will be scored as indicated below:  <ul style="list-style-type: none"> <li>- Poor response: The technical approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project = 1 point.</li> <li>- Average response: The technical approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project = 2 points.</li> <li>- Good response: The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc, is too generic = 3 points.</li> <li>- Very good response: The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc, is specifically tailored to the critical characteristics of the project = 4 points.</li> <li>- Excellent response: Besides meeting the "good" rating, the important issues are approached in an innovative 5 Excellent and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs = 5 points.</li> </ul> Total weighting for this criterion = 25%	25
<b>TOTAL WEIGHTING</b>			100
<b>MINIMUM THRESHOLD REQUIRED FOR FUNCTIONALITY EVALUATION</b>			60

Respondents must score a threshold of at least 60% (i.e. 60 out of 100) to qualify for functionality evaluation. Respondents scoring less than the minimum threshold will not qualify for further consideration.

#### 1.4. Objective Criteria

14.1. Qualifying respondents will be ranked from highest to lowest scoring based on the functionality evaluation score, and will be invited in that sequence to present particulars relating the proposed solution to the Pikitup task team. The task team will evaluate the solution presented based on the following objective criteria.

14.2. The below objective criteria may apply in order of importance.

Objective criteria	Objective criteria (in descending order of importance): <ul style="list-style-type: none"><li>• The solution is in alignment with Pikitup goals and strategic objectives</li><li>• The implementation and execution of the proposed solution must be practical</li><li>• The solution must mitigate risk and contribute to value creation</li></ul>
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## SECTION 3: INVITATION FOR EOI CONDITIONS

### 1. INVITATION

#### 1.1 Pikitup's Requirements

The Pikitup invites potential respondents to respond in accordance with this EOI Invitation.

The Pikitup is seeking a more detailed understanding of the supplier market and range of solutions that may be available. This EOI process may be the first stage of a multi-stage procurement process (see clause 7.5 of this Invitation).

Pikitup Supply Chain Management Policy and Procedure Manual (latest) will apply.

All bids must be submitted in handwriting and in non-erasable black or blue ink on the official forms supplied by Pikitup.

Under no circumstances, whatsoever may the bid forms be retyped or redrafted.

No alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.

The use of correction fluid or correction tape is prohibited.

Where ever the EOI document refers to any particular trademark, name patent, design, type, specific origin, or producer, such reference shall be deemed to be accompanied by the words "or equivalent"

#### 1.2 Accuracy of Invitation

The Pikitup makes no promise or representation that any factual information supplied in or in connection with this Process or Invitation is accurate.

Information is provided in good faith and the Pikitup will not be liable for any omission from this Invitation.

#### 1.3 Use of Invitation

Without the express prior written consent of Pikitup, Respondents must not re-produce, re-advertise and/or in any way use the contents of this Invitation either in whole or in part, other than for the purpose of preparing and lodging an Response.

#### 1.4 Use of third-party Websites

All information necessary to submit a response to this Invitation can be accessed via [www.pikitup.co.za](http://www.pikitup.co.za) and / or [www.etenders.gov.za](http://www.etenders.gov.za) websites. Respondents may download the Invitation documentation and receive notifications about this Invitation through the website free of charge.

For all other tender websites, controlled by a third party, Pikitup does not guarantee that the information contained is accurate, complete or current.

#### 1.5 EOI Process does not create a contract

Participation in this EOI Process, (including the preparation and submission of response), is at the respondent sole risk.

Nothing in this Invitation, the EOI process or your response must be construed as creating any binding

contract or other legal relationship (express or implied) between Respondent and Pikitup.

### 2. COMMUNICATION

#### 2.1 Contact Person

Unless otherwise advised by the Contact Person, Respondent may only communicate with the Contact Person relating this Invitation.

#### 2.2 Requests for Clarification

Up to and including the Last Queries Date and Time, Respondent may submit a query or request for further information in writing to the Contact Person.

The Pikitup does not guarantee that it will respond to any query, particularly queries received after the Last Queries Date and Time.

Pikitup reserves the right in its' discretion to inform all other Suppliers of any question or matter raised and the response given (but may choose not to do so).

Pikitup is not obliged to consider any clarification from You that it considers to be unsolicited or otherwise impermissible.

Additional information about this Invitation may be made available at [www.pikitup.co.za](http://www.pikitup.co.za) and / or [www.etenders.gov.za](http://www.etenders.gov.za) websites.

#### 2.3 Industry Briefing and Site Visits

If specified in the Invitation Summary Pikitup will hold a briefing session and / or site visit related to Pikitup's requirements.

Respondent attendance is required where the briefing session / site visit is specified as mandatory in the Invitation Summary.

If respondents fail to attend a mandatory briefing session / site visit, Pikitup may exclude the respondent from further consideration.

### 3. RESPONSE

#### 3.1 Format of Response

Responses must be completed using the Part C Supplier Response Form, (unless otherwise directed).

Responses must:

- a) be in English
- b) be endorsed by an appropriately authorised officer with any alterations or prices clearly and legibly stated and any alterations initialled
- c) any costing or proposed prices must be reflected in South African Rand (ZAR) that are inclusive of VAT and other related taxes, charges and costs.

Pikitup may disregard any content in a response that is illegible.

### **3.2 Cost of Preparing a Response**

Respondents are responsible for the cost of preparing and submitting Response(s) and all other costs arising from participation in this EOI Process. Pikitup will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

## **4. LODGING A RESPONSE**

The Closing Date and Time for lodging Response(s) is nominated in the Invitation Summary. Pikitup may extend the Closing Date and Time in its absolute discretion.

### **4.1 Electronic Copies**

Respondents are required to submit an electronic copy that accompany the original hard copy of the response.

Respondents must virus check the electronic copy of the response (including all constituent files and/or documents) before submission.

### **4.2 Hardcopy Lodgement**

Respondents must ensure that the original hardcopy must satisfy the requirements identified in the Invitation Summary.

Responses lodged in original hardcopy must be:

- a) prominently endorsed with its Reference Number and the Closing Date and Time
- b) enclosed in a sealed envelope
- c) delivered to the Location by the Closing Date and Time.

Respondents must include the requested original hard copy accompanied by an electronic copy as specified in the Invitation Summary.

If respondents lodge a response by postal mail any loss or delay is at respondent own risk.

### **4.3 Late Responses**

If an Response is lodged after the Closing Date and Time, it may be ineligible for consideration unless:

- a) Pikitup determines in its sole discretion that Pikitup has caused or contributed to the failure to lodge by the Closing Date and Time; or
- b) Pikitup decides that exceptional circumstances exist which warrant consideration of the late Response and that acceptance of the late Response does not compromise the integrity of the EOI Process.

### **4.4 Pikitup's Use of Offer Materials**

Upon lodgement, all Response Materials will become the property of Pikitup.

Intellectual Property owned by respondents or any third parties forming part of the Response Materials will not pass to Pikitup with the physical property comprising the Response Materials. However, the Respondent acknowledge and agree that the respondent have the authority to grant to Pikitup an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the

Response to the extent necessary to conduct the Evaluation and in the preparation of any resultant sourcing process or contract.

## **5. CONSORTIA AND SUB-CONTRACTING**

### **5.1 Consortia**

If a respondent is a member of a consortium then your Response must stipulate which part(s) of Pikitup's Requirements that each entity comprising the consortium will provide and how the entities will relate with each other to ensure full provision of Pikitup's Requirements. All consortium members that are not natural persons are to provide details relating to their legal nature and any relevant corporate structure.

Pikitup will treat the respondent as the preferred contact person for any consortium Response.

### **5.2 Sub-contracting**

Response that relies on a sub-contracting arrangement, then respondents must stipulate such in the response the tasks that the proposed sub-contractor(s) would undertake. The respondent remains legally responsible for meeting Pikitup Requirements.

## **6. EOI PROCESS CONDUCT**

### **6.1 Conduct**

Respondents must:

- a) Unless otherwise advised by the Contact Person, ensure all communications are undertaken via the Contact Person
- b) declare any actual or potential conflict of interest
- c) not employ or otherwise engage any person who has either a present or past duty to Pikitup in relation to this Procurement Process as an adviser, consultant or employee
- d) not offer any incentive to, or otherwise attempt to influence or provide any form of personal inducement, reward or benefit to any employee or representative of Pikitup or any member of an evaluation team at any time
- e) not directly or indirectly approach any employee or representative of Pikitup (other than the Contact Officer) to lobby or solicit information in relation to the Invitation.
- f) not engage in any collusive or anti-competitive conduct with any Supplier
- g) comply with all laws in force in South Africa applicable to this EOI Process
- h) disclose whether you are acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- i) not issue any news releases or responses to media enquiries and questions regarding this EOI Process or this Invitation without Pikitup's written approval.

If You act contrary to the expectations outlined above, Pikitup reserves the right (regardless of any subsequent dealings) to exclude Your Response

from further consideration.

## 6.2 Pikitup Conduct

Pikitup will:

- a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- b) give Suppliers the opportunity to compete fairly.

## 6.3 Confidentiality

Respondents must identify any aspect of the response that is considered confidential including reasons. Pikitup is not obliged to treat information as confidential and in the absence of any agreement to do so, respondents acknowledge that Pikitup has the right to publicly disclose the information.

Any condition in your response that seeks to prohibit or restrict Pikitup's right to disclose will not be accepted.

Notwithstanding any undertaking regarding confidentiality, by submitting a response, respondents agree that Pikitup may forward information relating to You or Your Response to National Treasury or related Departments if Pikitup reasonably suspects, or is notified that its reasonably suspects, that there is cartel conduct or unlawful collusion in relation to this EOI Process (whether or not the suspicion relates to Your Response).

Information supplied by or on behalf of Pikitup is confidential to Pikitup and You are obliged to maintain its confidentiality. You may disclose confidential information to any person that has a need to know the information for the purposes of submitting Your Response.

## 7. EVALUATION PROCESS

### 7.1 Evaluation

In evaluating Responses Pikitup will consider:

- a) the Evaluation Criteria
- b) references from referees (where applicable)
- c) any presentations, interviews or site visits (where applicable)
- d) any other information that Pikitup considers relevant.

Where mandatory criteria are specified in the Invitation Summary and Your Response does not comply with these criteria Pikitup may choose not to further evaluate Your Response.

Pikitup may seek the advice of external consultants to assist Pikitup in evaluating the Responses.

Pikitup may in its absolute discretion:

- a) consider any relevant consideration when evaluating Responses
- b) invite any person or entity to lodge a Response
- c) allow a Supplier to change its Response
- d) consider, decline to consider, or accept (at Pikitup's sole discretion) a Response lodged other than in accordance with this Invitation
- e) seek further information from You regarding Your Response including but not limited to requests for additional information or

presentations by, or interviews with You or Your key personnel

- f) seek and evaluate relevant financial viability data concerning any Suppliers' business and related entities including seeking any assistance from third party providers
- g) make enquiries of any person or entity to obtain information about any Supplier and its Response (including but not limited to the referees)
- h) visit facilities operated by any Supplier, proposed subcontractors of any Supplier and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

### 7.2 Discontinue Process

Pikitup may decide not to proceed any further with the EOI Process for Pikitup's Requirement.

### 7.3 Shortlisting

Pikitup may choose to short-list some Suppliers and continue evaluating Responses from those short-listed Suppliers. Pikitup is not at any time required to notify You, any Supplier or any other person or organisation interested in making a Response of its intentions or decision to short-list.

### 7.4 Negotiation

Pikitup may choose to:

- a) enter into negotiations with respondents or any Supplier (including parallel negotiations with more than one Supplier) in order to vary its Response on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) re-evaluate Responses generally after any negotiation
- c) suspend, discontinue or terminate at any time negotiations with You or any Supplier or any other person or organisation
- d) negotiate with You or any Supplier for the provision of any part of Pikitup's Requirement and negotiate with any other Supplier with respect to the same or other parts of Pikitup Requirement and to enter into one or more contracts for part or parts of Pikitup's Requirement
- e) negotiate at any time with any organisation that is not a Supplier and enter into a contract in relation to Pikitup Requirement or any part of Pikitup's Requirement with that organisation on such terms as Pikitup, at its absolute discretion, considers appropriate.

### 7.5 Secondary Procurement Process

After evaluating all Suppliers' Responses Pikitup may choose to conduct a subsequent procurement process.

## 7.6 Further Approach to Market

Pikitup may choose to make a further approach to market on a similar or different basis than that specified in this Invitation.

## 8. COMPLAINTS AND FEEDBACK ABOUT EOI PROCESS

### 8.1 Complaints

If at any time during the EOI Process, a respondent is of the view that he/she have been unfairly treated, a respondent must first notify the Contact Person in writing.

If the matter is not resolved, the respondent may then escalate the matter to the nominated Complaints Officer in writing setting out the details of the complaint.

The issue will then be dealt with in accordance with Pikitup's complaint management process.

### 8.2 Supplier Feedback

Respondents may provide feedback directly to Pikitup through the Contact Person. Feedback may be provided at the end of the EOI Process following debrief or contract award (if applicable).

### 8.3 Internal Appeal Process

8.3.1. Following the evaluation and selection of a preferred supplier, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken. The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

## 9. GOVERNMENT POLICIES

South African Government policies apply to all South African Government and Municipal acquisitions and related activities.

PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

Responses to this invitation will be evaluated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2022, and related legislative requirements. Enquiries in respect of the Pikitup SCM policy should be addressed via email to Pikitup General Manager: Supply Chain Management, Mhloti Maluleke at [mihlotim@pikitup.co.za](mailto:mihlotim@pikitup.co.za).

## 10. PROVISIONS

In line with the provisions of Supply Chain Management Policy, Pikitup reserves the right to:

- request for a validity extension if necessary,
- apply pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000, Preferential Procurement Regulations of 2022, and the Pikitup SCM Policy,
- award the bid in whole, or award the bid in parts, or not to award the bid at all,
- award the bid to one or more than one bidder(s),
- not bind itself to accept the lowest bid or any other bid in whole or in part,
- negotiate the bid price offered, and / or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid.

Pikitup further retain the right to:

- veto or conduct a due diligence on any bidder, and / or any of their sub-contractors or sub-service providers;
- request for samples, demonstrations, site visits or further information relating to the offered goods, services or works;
- evaluate, review, test, inspect any of the products and / or staff offered for the tender, at Pikitup's sole discretion accept or reject such;
- apply objective criteria.

As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for final selection of bid(s). Objective criteria may include but are not limited to the following objectives or goals:

- The spread of business amongst suppliers and / or rotation of contracts amongst suppliers,
- The protection of the environment or sustainability considerations,
- Geographical localisation of the bidder i.e. within City of Johannesburg, within Gauteng Province, within South Africa, etc.
- The geographical origin of resources utilised as inputs for the execution of the proposed contract,

- The development and / or impact on the local community,
- Considerations of after purchase costs, such as maintenance cost, operational costs, licence costs, or life cycle cost,
- Variants from the original scope of requirements,
- Financial stability and commercial status of the bidder(s),
- The receipt of an abnormally low bid amount, provided that the bidder in question is allowed an opportunity to justify its bid.

## 11. DISCLAIMERS

Respondents are hereby advised that Pikitup is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that Pikitup reserves the right and at its sole and full discretion to:

- a) utilise any information provided to it in response to this EOI to determine the subsequent acquisition process and / or to draft a detailed scope of requirements;
- b) take no further action whatsoever, if it so decides
- c) withdraw from this process and the provisions of this project at any time;
- d) select the EOI participants based on Pikitup's criteria;
- e) not bind itself to accept any or all of the EOIs;
- f) increase or decrease the quantities/scope as indicated in the EOI; and/or
- g) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Pikitup to do so.

## 12. GLOSSARY

In this Invitation, unless the contrary intention is apparent:

- a) "Closing Date and Time" means the date and time nominated in the Invitation Summary by which Responses are required to be lodged
- b) "Complaints Officer" means the person nominated in the Invitation Summary authorised to deal with complaints about this EOI Process
- c) "Contact Person" means the person nominated in the Invitation Summary authorised by Pikitup to communicate with Suppliers about the EOI Process
- d) "EOI Process" means the process commenced by the issuing of this Invitation and concluding upon the award of a contract (or other outcome as determined by Pikitup) or upon the earlier termination of the process

- e) "Evaluation" means the process for considering and evaluating Responses in accordance with clause 7.1
- f) "Intellectual Property" means any patent, copyright, trademark, trade name, design, trade secret, knowhow, semi-conductor, circuit layout, or other form of intellectual property and the right to registration and renewal of the intellectual property
- g) "Invitation" means this document inviting persons to lodge a Response
- h) "Invitation Summary" means the Invitation Summary in Part A of this Invitation
- i) "Last Queries Date" means the date and time nominated in the Invitation Summary as the last date for Suppliers to seek information or clarification of any matters relating to this Invitation
- j) "Mandatory Criteria" means the criteria considered by Pikitup to be critical to the supply of Pikitup's Requirement and identified in the Invitation Summary
- k) "Part" means a part of this Invitation
- l) "Pikitup" means Pikitup Johannesburg SOC conducting the EOI Process
- m) "Pikitup's Requirement" means the requirements specified in the Invitation, the Specification and the contract
- n) "Response" means the documents constituting a Response lodged by a Supplier to meet Pikitup's Requirement in accordance with this Invitation
- o) "Response Material" means all documents, data, computer programs, computer discs and other materials and things provided by a Supplier in relation to a Response arising out of this Invitation
- p) "South African Standard Time" means the "Coordinated Universal Time plus two hours" (UTC+02:00) as defined in South African National Government Gazette No. 40125 of 8 July 2016
- q) "Specification" means the information about Pikitup's Requirement described in Part B
- r) "Supplier" or "You" or "Your" means any person or organisation responding to this Invitation by lodging a Response.

## **SECTION 4: GENERAL CONDITIONS OF CONTRACT**

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid will apply. The GCC is available on [www.nationaltreasury.gov.za](http://www.nationaltreasury.gov.za). Any additional terms and conditions will form part of special conditions of contract to be agreed and signed upon award of the bid. The contract will have to be signed by the successful bidder before the project commence. A service level agreement must be entered into by the awarded bidder and PIKITUP within 30 days of award of contract.

The service level requirements and specific conditions of contract is indicated in the specifications of the EOI.

# **PART B: SPECIFICATIONS / TERMS OF REFERENCE**

**PART B: SPECIFICATIONS / TERMS OF REFERENCE**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**DESCRIPTION: INTEGRATED WASTE MANAGEMENT SERVICES AND RESOURCE RECOVERY**



## **SPECIFICATIONS / TERMS OF REFERENCE**

### **1. Introduction**

Pikitup Johannesburg (SOC) Ltd is 100% owned by the City of Johannesburg (CoJ or “the City”). It is mandated to provide waste management and refuse removal services to the residents of Johannesburg. A Board of Directors, appointed by the CoJ is authorised to manage and direct the business and matters of Pikitup as set out in the Companies Act and the Memorandum of Incorporation (MOI) and is subject to accountability and effective oversight by the City. The CoJ utilises the Environment, Infrastructure and Services Department (EISD) to oversee the governance of the company.

Pikitup currently faces a paradoxical situation where the dwindling landfill airspace at remaining sites, which is projected to reach capacity within 3 years, presents a significant challenge exacerbated by increased immigration, escalating waste production, and constrained investment in waste reduction initiatives. This imminent threat also opens the door to transformative opportunities in waste management practices.

Thus, Pikitup invites Expressions of Interest (EOI) from qualified and experienced service providers for the provision of Integrated Waste Management services and Resource Recovery solutions.

### **2. Background**

The City of Johannesburg (CoJ) is facing a crisis as the City is rapidly running out of municipal waste disposal capacity. The city relies predominantly on landfill sites for waste disposal. The current landfill airspace is projected to reach capacity within 3 years. This, in addition to restrictions on new landfilling, requires CoJ to adapt its current waste treatment and disposal approach and to actively pursue a waste paradigm shift towards more sustainable modes of resource recovery, waste treatment and disposal.

Waste quantifications and categorisations projected forward over time show that CoJ currently generates approximately 1.6 million tons of municipal wastes per year, and currently diverts approximately 8% of these from landfill to material reclamation, rubble crushing and composting. If household and business generation rates remain the same, coupled with expected population growth and expansion of the middle class, CoJ could face a scenario in which it is expected to annually dispose of 3.6 million tons of waste in 2050. These figures demonstrate a current and looming waste crisis facing the City. Analysis of the current waste make-up shows that the largest proportions of waste produced in the City of Johannesburg are:

- Garden Waste (20%)
- Paper (13%)
- Food Waste (11%)
- Non-Combustible Materials (10%, including Rubble - 8%)
- Textiles & Footwear (10%)
- Plastics (7%)
- Glass (7%)
- Wood Waste (6%)

All but textiles are treatable based on current mature technologies, meaning 72% of CoJ's waste can immediately be diverted for treatment, conversion or reforming into other construction or manufacturing inputs with the right facilities and aggressive separation programmes.

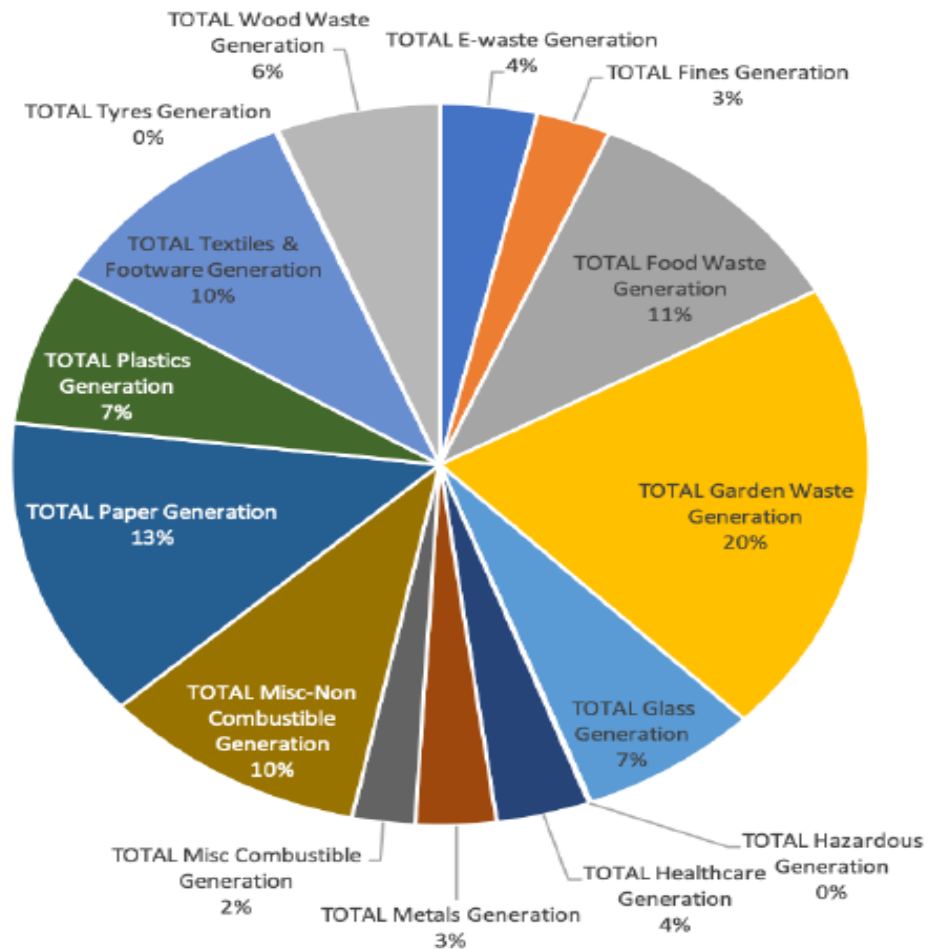
The CoJ is aware that airspace at its existing landfills is dwindling at a rapid rate and that alternative waste disposal solutions for the City are required. The City thus, seeks to upgrade from the current system to a modern integrated solid waste management system for sustainable development that enhances a safe and healthy environment, from waste collection, treatment, recovery and disposal management.

## **2.1 Solid Waste Generation, Collection and Disposal**

The largest collection method is round collection refuse (RCR) and private collection, with almost 1 million tons collected, followed by illegal dumping (300 163 tons/year), garden sites/drop-off's (154 689 tons/year) and street sweepings (131 311 tons/year) as the largest forms of special waste stream collected. These collections result in the waste stream proportions shown in Figure 3, before being diverted or disposed of in landfill.

Diversion is separated as that which is officially calculated, and that which is implied by the collection volumes at garden centres. Largest diversion proportions come from garden waste, non-combustible waste and food waste. Improving the effectiveness of separation@source would increase the diversion flow from paper, plastics, glass, e-waste and metal waste streams.

## Overall Proportions of Waste Produced in Joburg



**Figure 3: Overall proportions of waste types collected in Joburg for 2015**

## 2.2 Solid Waste Management Facilities

At present Pikitup's solid waste management facilities include the following:

### 2.2.1 Landfill Sites

#### 2.2.1.1 Operational

- Robinson Deep
- Ennerdale
- Goudkoppies
- Marie Louise

#### 2.2.1.2 Decommissioned

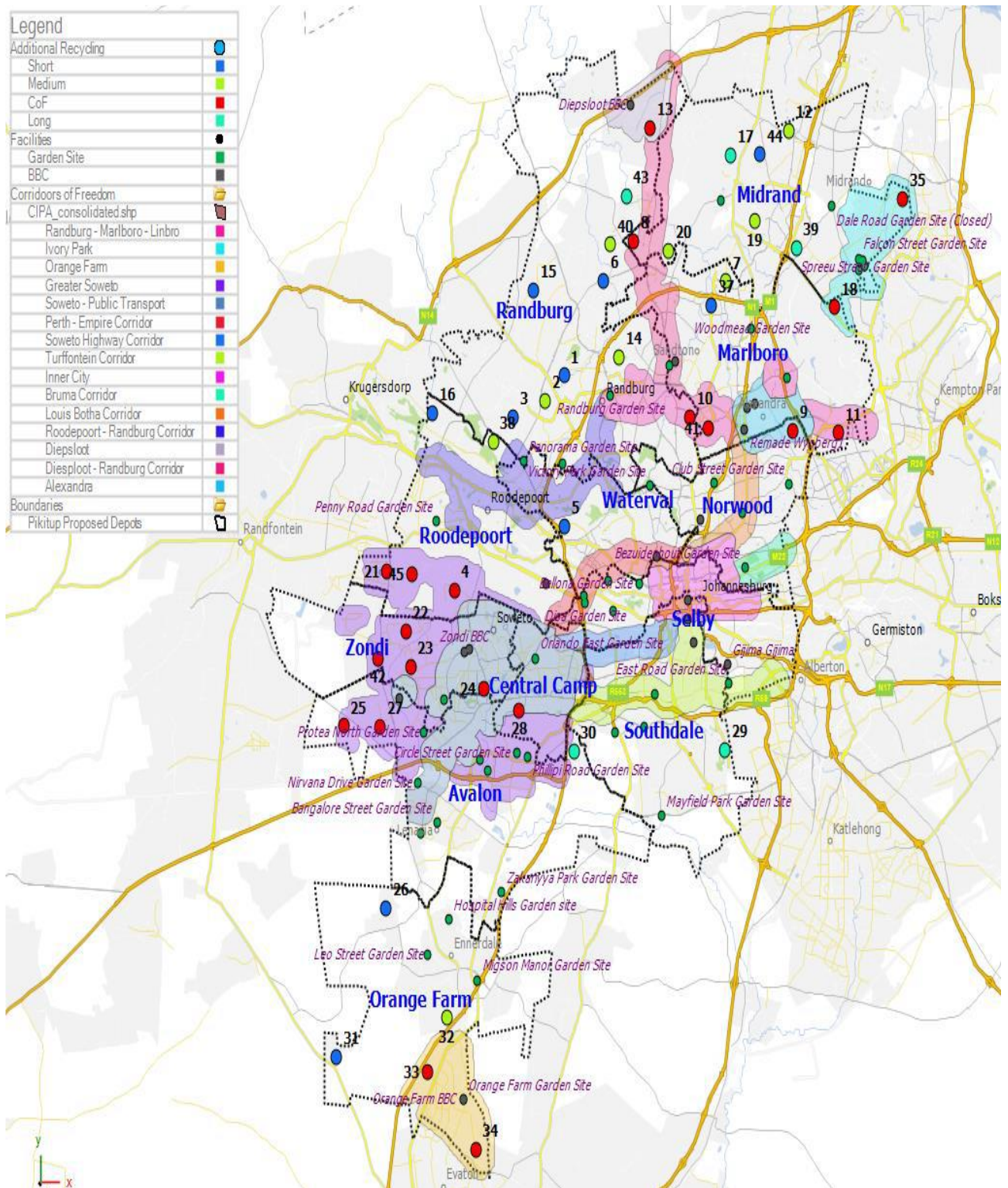
- Kya Sand
- Linbro Park

### 2.2.2 Resource Recovery Facilities

- 42 garden sites/drop off's
- 6 buyback centres
- 1 decommissioned composting plant (Panorama A.H)

### **2.2.3 Depots**

- Depot operations are spread across the City via a network of 12 depots located as follows:
  - Norwood Depot
  - Waterval Depot
  - Southdale Depot
  - Central Camp Depot
  - Avalon Depot
  - Orange Farm Depot
  - Marlboro Depot
  - Randburg Depot
  - Midrand Depot
  - Selby Depot
  - Roodepoort Depot
  - Zondi depot



**Figure: Overview of Pikitup facilities**

### 3. Objectives

The objective of this intervention is to ensure that Pikitup and by extension the City of Johannesburg can address the current and future deficiencies in the municipal waste management system through adoption of a myriad of interventions including incorporation of latest alternative waste treatment technologies.

Pikitup's goals and objectives are as follows:

- Reduction of waste to landfill
- Generation of renewable energy from waste
- Creation of sustainable employment
- SMME and Waste Picker support and integration
- Sustainable resource recovery

### 4. Project scope

Services sought include but not limited to:

1. **Waste Collection and Transportation:** efficient collection and transportation of waste streams.
2. **Waste Sorting and Segregation:** advanced sorting technologies to maximize resource recovery.
3. **Resource Recovery and Recycling:** innovative solutions for recyclable materials.
4. **Composting and Organic Waste Management:** effective management of organic waste streams.
5. **Landfill Management and Rehabilitation:** sustainable landfill management and rehabilitation practices.
6. **Waste-to-Energy Solutions:** energy generation from waste materials.
7. **Development of new Alternative Waste Treatment Facilities:** develop, construct and operate new facilities using technology chosen and proven by the service provider to process and transport municipal solid waste from different streams including tyres, green waste, construction and demolition waste, e-waste, general waste etc.
8. **Processing and disposal of construction and demolition waste:** establish plant for crushing and re-purposing of builder's rubble
9. **Landfill mining:** extraction and recovery of material buried in existing and closed landfill sites thus providing restoration of landfill site airspace.

# **PART C: RESPONSE FORMAT**

## PART C: RESPONSE FORMAT

<p><b>RESPONSE TO:</b></p> <p><b>PIKITUP JOHANNESBURG SOC LIMITED</b></p> <p><b>EXPRESSION OF INTEREST (EOI) FOR INTEGRATED WASTE MANAGEMENT SERVICES AND RESOURCE RECOVERY SOLUTIONS</b></p> <p><b>REFERENCE NO: EOI/001/2024</b></p> <p><b>CLOSING DATE: 8 NOVEMBER 2024</b></p> <p><b>CLOSING TIME: 11:00AM</b></p>
--

**IMPORTANT NOTE:**

Respondents must complete all relevant forms and requirements of PART C for submission in response to this EOI.

### RESPONDENT INFORMATION

RESPONDENT COMPANY	
COMPANY REGISTRATION NUMBER	
CONTACT PERSON	
TELEPHONE NUMBER	
EMAIL ADDRESS	

### RESPONDENT LEGAL STATUS

(Respondent to indicate their legal status by marking next to one of the below options with an "X")

Private Company (Pty) Ltd	
Closed Corporation (CC)	
Public Company (Ltd)	
Sole Proprietorship (Single Owner Business) and Natural Person	
Personal Liability Company	
Non-Profit Company (NPC)	
Co-operative	
State Owned Company	
Partnership / Consortium / Joint Venture (If applicable, provide details)	
.....	
Other (If applicable, provide details below)	
.....	



## RESPONSE FORMAT CHECKLIST

The respondent must ensure that all the relevant forms relating the following sections are duly completed and signed by the person/s who is legally authorised by the respondent to do so. The relevant forms together with the required supporting documents must be submitted as part of your EOI response.

The following compulsory documents and other returnable documents are required for evaluation purposes. The below checklist will assist the respondent to confirm that the relevant documentation and sections are included.

Respondents must ensure that all returnable documents listed in the expression of interest must be returned with your submission.

RETURNABLE DOCUMENTS		
COMPULSORY RETURNABLE DOCUMENTS		CHECKLIST
PART C, COVER PAGE	COVER PAGE	
PART C, SECTION 1	EOI INVITATION	
PART C, SECTION 2	DELEGATION OF AUTHORITY	
PART C, SECTION 3	CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES	
PART C, SECTION 4	DECLARATION OF INTEREST	
PART C, SECTION 5	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
PART C, SECTION 6	CERTIFICATE OF INDEPENDENT BID DETERMINATION	
PART C, SECTION 7	CORPORATE GOVERNANCE BREACH CLAUSE	
PART C, SECTION 8	SOLUTION PROPOSAL	
PART C, SECTION 9	RETURNABLE DOCUMENTATION	
PART C, SECTION 9.1	PROOF THAT THE BIDDER IS CSD REGISTERED (I.E. CSD REGISTRATION)	
PART C, SECTION 9.2	PROOF THAT RESPONDENT IS TAX COMPLIANT (I.E. TAX COMPLIANCE CERTIFICATE OR CSD THAT IS TAX COMPLIANT)	
PART C, SECTION 9.3	COMPANY REGISTRATION DOCUMENT (CIPC)	
PART C, SECTION 9.4	COPY OF DIRECTORS / SHAREHOLDERS IDENTITY DOCUMENTS	
PART C, SECTION 9.5	COMPANY – PROOF THAT MUNICIPAL ACCOUNT IS NOT IN ARREARS OR THAT	

	THE ACCOUNT WITH THE LANDLORD IS IN GOOD STANDING	
PART C, SECTION 9.6	DIRECTORS / SHAREHOLDERS – PROOF THAT MUNICIPAL ACCOUNTS FOR ALL BIDDING COMPANY’S DIRECTORS / SHAREHOLDERS ARE NOT IN ARREARS FOR MORE THAN 90 DAYS OR THAT THE ALL SHAREHOLDER ACCOUNTS WITH THE LANDLORD/S ARE IN GOOD STANDING	
PART C, SECTION 9.7	ANNUAL FINANCIAL STATEMENTS FOR THE MOST RECENT 3 FINANCIAL YEARS	
PART C, SECTION 9.8	DULY SIGNED AND COMPLETED MBD FORMS 1, 4, 8 AND 9.	
PART C, SECTION 9.9	TRACK RECORD OF PREVIOUS PROJECTS	
PART C, SECTION 9.10	REFERENCE LETTERS	
PART C, SECTION 9.11	TEAM LEADER CV	
PART C, SECTION 9.12	TEAM LEADER QUALIFICATION/S	
PART C, SECTION 9.13	PROJECT MANAGER CV	
PART C, SECTION 9.14	PROJECT MANAGER QUALIFICATION/S	
PART C, SECTION 9.15	SOLUTION PROPOSAL	
OTHER RETURNABLE DOCUMENTS		CHECKLIST
PART C, SECTION 9.16	COMPANY PROFILE	
PART C, SECTION 9.17	ANY OTHER ADDITIONAL SUPPORTING DOCUMENTS	

# SECTION 1

## EOI INVITATION

**INVITATION TO EXPRESSION OF INTEREST (EOI)  
MBD1 - PART A**

<b>YOU ARE HEREBY INVITED TO RESPOND TO THE EOI RELATING TO REQUIREMENTS OF PIKITUP JOHANNESBURG SOC</b>					
EOI NUMBER:	<b>EOI/001/2024</b>	CLOSING DATE:	<b>8 NOVEMBER 2024</b>	CLOSING TIME:	<b>11:00 AM</b>
DESCRIPTION	<b>EOI FOR INTEGRATED WASTE MANAGEMENT SERVICES AND RESOURCE RECOVERY SOLUTIONS</b>				

**EOI RESPONSE DOCUMENTS MUST BE:**

- DEPOSITED PRIOR TO THE CLOSING DATE AND TIME IN THE PIKITUP TENDER BOX SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, TENDER OFFICE, JORISSEN PLACE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, SOUTH AFRICA.
- THE ORIGINAL HARD COPY ACCOMPANIED BY AN ELECTRONIC COPY (IN PDF FORMAT ON A USB FLASH DRIVE) ENCLOSED IN A SEALED ENVELOPE WITH THE EOI REFERENCE NUMBER (I.E. EOI/001/2024) AND THE RESPONDENT COMPANY NAME CLEARLY WRITTEN ON THE COVER OF THE ENVELOPE.

NO LATE RESPONSES WILL BE CONSIDERED AFTER THE CLOSING DATE AND TIME.

**SUPPLIER INFORMATION**

<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	CODE		NUMBER		
<b>CELLPHONE NUMBER</b>					
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>TAX COMPLIANCE STATUS</b>	TCS PIN:		OR	CSD No:	
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
<b>SIGNATURE OF RESPONDENT</b>	.....  	<b>DATE</b>			
<b>CAPACITY UNDER WHICH THIS EOI IS SIGNED</b>					
<b>ENQUIRIES RELATING THE EOI MAY BE DIRECTED TO:</b>					
DEPARTMENT	SUPPLY CHAIN MANAGEMENT UNIT				
CONTACT PERSON	MORNE KOORTZEN				
TELEPHONE NUMBER	087 357 1120				
E-MAIL ADDRESS	mornekoortzen@pikitup.co.za				

**TERMS AND CONDITIONS FOR EOI  
MBD 1 - PART B**

<b>1. EOI SUBMISSION:</b>
<p>1.1. EOI RESPONSES MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE SUBMISSIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL SUBMISSIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED, UNLESS SPECIFIED DIFFERENTLY</p> <p>1.3. THIS EOI IS SUBJECT TO THE PIKITUP SCM POLICY, THE EOI CONDITIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 RESPONDENTS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 RESPONDENTS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 RESPONDENTS MAY ALSO SUBMIT A PRINTED TCC CERTIFICATE TOGETHER WITH THE SUBMISSIONS.</p> <p>2.6 WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCC CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCC IS AVAILABLE BUT THE RESPONDENTS IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED, THAT WILL BE USED TO VERIFY THE CURRENT TAX COMPLIANCE STATUS.</p>
<b>3. QUESTIONNAIRE TO FOREIGN SUPPLIERS</b> (THIS SECTION B3 IS ONLY APPLICABLE FOR FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS)
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?      <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?      <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?      <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?      <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB:**

- **FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE SUBMISSION INVALID.**
- **NO SUBMISSION WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF RESPONDENT: .....

CAPACITY UNDER WHICH THIS EOI IS SIGNED: .....

DATE: .....

## SECTION 2

# AUTHORITY TO SIGN EOI DOCUMENT

**AUTHORITY TO SIGN EOI DOCUMENT**

The respondent must complete the relevant delegation of authority forms, or attach a delegation of authority on your company letter head.

<b>1. Sole Proprietor (Single Owner Business) and Natural Person</b>			
1.1 I, ..... , the undersigned, hereby confirm that I am the sole owner of the business trading as .....			
OR			
1.2 I, ..... , the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.			
SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

<b>2. <u>Companies and Close Corporations</u></b>			
2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.			
2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.			
<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorised Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of all Director(s) / Member (s)</b>			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
<b>Is a certified copy of the resolution attached?</b>			<b>YES</b> <b>NO</b>
<b>SIGNED ON BEHALF OF COMPANY / CC</b>		<b>DATE</b>	
<b>PRINT NAME</b>			
<b>WITNESS 1</b>		<b>WITNESS 2</b>	



3. **Partnership**

We the undersigned partners in the business trading as .....  
hereby authorise Mr/Mrs ..... to sign  
this bid as well as any contract resulting from the bid and any other documents and correspondence in  
connection with this bid and/or contract for and on behalf of the above-mentioned partnership.  
The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

4. **Consortium**

We the undersigned consortium partners, hereby authorise (Name of entity) to act as lead consortium partner and further authorise Mr/Ms to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

## 5. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms

.....  
.....

Authorized signatory of the Company / Close Corporation / Partnership (name)

.....  
.....

Acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

LEAD PARTNER (Whom the Pikitup shall hold liable for the purpose of the tender)			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

2 <sup>nd</sup> PARTNER			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

3 <sup>rd</sup> PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

4 <sup>th</sup> PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.  
A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

## SECTION 3

# CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

## CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

### DECLARATION IN TERMS OF MUNICIPAL SCM REGULATIONS 21(d) (ii)

I, ..... (full name) and ..... (ID no.), hereby acknowledge that the Pikitup may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of (name of the firm) ..... and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE RESPONDENT	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

#### PLEASE NOTE:

1. Copies of municipal account statements for the bidding organisation and all directors / shareholders / partners / members, etc. to be submitted with the bid. The municipal account statement must not be older than 3 months from date of tender closing and must not be in arrears for more than 90 days.
2. If the bidding entity or any of its directors/shareholders/partners/members, etc. is not the owner of the property but rents, leases or occupy the property, written confirmation is required from the landlord or the landlord's property agent confirming that the resident's account is not in arrears for more than 90 days and / or that the resident's account is in good standing. The landlord or the landlord's property agent correspondence must not be older than 3 months from date of tender closing.

<b>Signature</b>	<b>Position</b>	<b>Date</b>

# SECTION 4

## DECLARATION OF INTEREST

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

3.4 Company Registration Number:

.....

3.5 Tax Reference Number:

.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

(Circle the applicable answer)

YES /

NO

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

(Circle the applicable answer)...YES

/ NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Circle the applicable answer) YES /

NO

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Circle the applicable answer)...YES /

NO

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

(Circle the applicable answer)...YES /

NO

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

(Circle the applicable answer)...YES /

NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Circle the applicable answer)...YES /

NO

3.14.1 If yes, furnish particulars:

.....

.....



4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

## SECTION 5

# DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

## MBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE  
 TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY  
 BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## SECTION 6

# CERTIFICATE OF INDEPENDENT BID DETERMINATION

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. takes all reasonable steps to prevent such abuse;
  - b. rejects the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancels a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**MBD 9**  
**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 Pikitup Johannesburg SOC Limited (Municipality / Municipal Entity) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ (Name of Bidder) that:

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
6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. 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.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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

<sup>3</sup> 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



# SECTION 7

## CORPORATE GOVERNANCE BREACH CLAUSE

## **CORPORATE GOVERNANCE BREACH CLAUSE**

1. PIKITUP Johannesburg (SOC) LTD (“PIKITUP”) requires ..... (“the Company”) to comply, *mutatis mutandis* with the Code contained in the King II Report and Code of Good Corporate Governance (below “the Code”) for the term of this Agreement and any extension thereof.
2. The Company irrevocably undertakes and agrees that it will, *mutatis mutandis*, comply with the Code for the term of this Agreement and any extensions thereof.
3. The Company acknowledges and agrees that:
  - 3.1 It is essential that the Company complies with the Code, in order to discharge all of its obligations under and in terms of the Agreement in a proper, efficient and professional manner, and
  - 3.2 PIKITUP will be prejudiced and may suffer damages in the event of the Company failing to comply with the Code.
4. The Company shall be required, within seven (7) days of the end of each calendar month during the term of this Agreement (and any extensions thereof), to furnish PIKITUP with a written certificate, signed by the directors of the Company **[alternatively members of the Close Corporation]**, certifying that the Company has complied with the provisions of the Code during the preceding months.
5. PIKITUP shall have the right, without assigning any reason therefore and at any time, to appoint either the Institute of Directors of South Africa or a firm of chartered accountants or attorneys, to conduct an audit of the business and affairs of the Company in order to ascertain whether the Company is indeed complying with the terms of the Code. To this end, the Company irrevocably undertakes and agrees to co-operate fully with the party conducting such investigation for and on behalf of PIKITUP and to make available to such party all such documentation and all such information as the investigation party may require to fully discharge its obligations under and in terms hereof and to report fully to PIKITUP.

In the event of it being found that the Company is not complying with the Code, then PIKITUP shall be entitled to (a) regard this as a breach of the agreement and (b) recover the costs of the investigation, on an attorney and client basis, from the Company. In the event of it being found that the Company is, in fact, discharging its obligations under and in terms of the Code, then PIKITUP shall bear the costs incurred in such investigation. In either of the foregoing events, the Company shall be entitled to receive a copy of the written report once same has been concluded by the investigating party.

6. In the event of the Code being replaced with another Code (or similar document), then such replacement document shall replace the Code and a reference to the Code shall be deemed to be a reference to such replacement document. The reference to the Code shall be deemed to include any statutory codification of directors' obligations and duties which may be enacted in the Republic of South Africa at any time in the future.
7. In entering into this Agreement, the Company represents and warrants to PIKITUP that it is familiar with the Code, that it fully understands and appreciates the rights, obligations and recommendations therein contained and agrees to be bound thereby as herein recorded.

# SECTION 8

## SOLUTION PROPOSAL

## SOLUTION PROPOSAL

Respondents must provide a detailed solution proposal in response to the Pikitup requirements as indicated in the specification section.

# SECTION 9

## RETURNABLE DOCUMENTATION

## RETURABLE DOCUMENTATION

IN ADDITION TO SECTIONS 1 TO 8, RESPONDENTS ARE REQUIRED TO ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION

DESCRIPTION RETURNABLE DOCUMENTATION	
PART C, SECTION 9.1	PROOF THAT THE BIDDER IS CSD REGISTERED (I.E. CSD REGISTRATION)
PART C, SECTION 9.2	PROOF THAT RESPONDENT IS TAX COMPLIANT (I.E. TAX COMPLIANCE CERTIFICATE OR CSD THAT IS TAX COMPLIANT)
PART C, SECTION 9.3	COMPANY REGISTRATION DOCUMENT (CIPC)
PART C, SECTION 9.4	COPY OF DIRECTORS / SHAREHOLDERS IDENTITY DOCUMENTS
PART C, SECTION 9.5	COMPANY – PROOF THAT MUNICIPAL ACCOUNT IS NOT IN ARREARS OR THAT THE ACCOUNT WITH THE LANDLORD IS IN GOOD STANDING
PART C, SECTION 9.6	DIRECTORS / SHAREHOLDERS – PROOF THAT MUNICIPAL ACCOUNTS FOR ALL BIDDING COMPANY'S DIRECTORS / SHAREHOLDERS ARE NOT IN ARREARS FOR MORE THAN 90 DAYS OR THAT THE ALL SHAREHOLDER ACCOUNTS WITH THE LANDLORD/S ARE IN GOOD STANDING
PART C, SECTION 9.7	DULY SIGNED AND COMPLETED MBD FORMS 1, 4, 8 AND 9.
OTHER RETURNABLE DOCUMENTS	
PART C, SECTION 9.8	ANNUAL FINANCIAL STATEMENTS FOR THE MOST RECENT 3 FINANCIAL YEARS
PART C, SECTION 9.9	TRACK RECORD OF PREVIOUS PROJECTS
PART C, SECTION 9.10	REFERENCE LETTERS
PART C, SECTION 9.11	TEAM LEADER CV
PART C, SECTION 9.12	TEAM LEADER QUALIFICATION/S
PART C, SECTION 9.13	PROJECT MANAGER CV
PART C, SECTION 9.14	PROJECT MANAGER QUALIFICATION/S
PART C, SECTION 9.15	METHODOLOGY AND APPROACH
PART C, SECTION 9.16	SOLUTION PROPOSAL
PART C, SECTION 9.17	COMPANY PROFILE
PART C, SECTION 9.18	ANY OTHER ADDITIONAL SUPPORTING DOCUMENTS THAT IS RELEVANT TO THE PROPOSED SOLUTION

Pikutup EOI Reference No: EOI/001/2024

Deadline for EOI clarification submissions is at least one week prior to EOI closing date to allow the Pikitup team to review and respond to clarification requests, thus clarifications requests must be received no later than 31 October 2024 before close of business day.

FROM:  
Company: .....  
Contact Person: .....  
Tel: .....  
E-mail: .....

Date: .....

**REQUEST FOR EOI CLARIFICATION:**

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.