



E: SCM.Tenders17@capetown.gov.za

15 June 2026

NOTICE TO TENDERERS NO: 1
Pages: 16

TENDER NO: 263S/2025/26
DESCRIPTION: PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.
CLOSING DATE: 8 July 2026
TENDER BOX NO: 233

Dear Sir/Madam

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in Schedule F.12: Record of Addenda to Tender Documents and bound within the 'Returnable Schedules'. Tenderers should take note of the following:

Find attached a copy of the presentation that was presented at the non-compulsory site clarification meeting on 12 June 2026.

Please ensure all replacement pages have been inserted in your submission and the notice is recognised as part of the bid submission.

Yours faithfully,

For: Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 1 – 263S/2025/26

Signature..... Date.....

Legal and full name of tendering entity:

.....



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CLARIFICATION MEETING 263S/2025/26

DATE 12 June 2026

Making progress possible. **Together.**

SCOPE OF TENDER

DESCRIPTION OF THE SERVICES

The City Of Cape Town requires the services of service providers to:

1. Recover recyclable materials from the drop-off facility at the Kraaifontein Waste Management Facility (KWMF), sort and process these at the MRF for recycling and operate and maintain a MRF situated at the KWMF ensuring maximum recovery of recyclables. (Section 1)
1. The collection of recyclables from the Kraaifontein Catchment Area. Refer to collection Map. (Section 2)

FOR ALL CLARIFICATIONS

- SCM.TENDERS17@CAPETOWN.GOV.ZA
- Reference Tender Number 263S/2025/26
- Critical to note
- Section 33 Tender so the award process and award for a period of 5 years
- Year 1- the MRF will undergo a upgrade and use of the MRF will not be possible. Rent will be reduced over this period.

Award- PG 5

- **2.1.5 Procurement procedures**

- **2.1.5.1 General**

- Section 1 Award: Materials Recovery Facility (MRF) Operations
The CCT intends to appoint a single tenderer for the allocation of Section 1 work and may appoint a standby tenderer for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right not to appoint a tenderer at all.
Section 2 Award: Collections of Co-mingled Dry Recyclables
The CCT intends to appoint a tenderer (the highest ranked tenderer (“the winner”) and in addition “alternative tenderer”) for Section 2. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.
- However, the CCT reserves the right to award more than one section to the same tenderer where justified, based on the results of the tender evaluation PER SECTION, adequate financial capacity and operational capacity, and the needs of the contract.
- The contract period shall be for a period of **[60]** months from the commencement date of the contract.]

Functionality – Section 1

SECTION 1 MRF OPERATION

TENDERER'S YEARS OF EXPERIENCE IN OPERATING OF MATERIALS RECOVERY FACILITIES AND DROP OFF SITES

Evaluation Criteria	Evaluation Area	Breakdown of Evaluation Area	Points Allocation
Tenderer's years of experience in operating of materials recovery facilities and including mini MRF's. Experience of tenderer schedule 15A.1	List of experience in operating materials recovery facilities including mini MRF's. (Complete schedule 15A)	0-1 year	0
		more than 1-3 year	10
		more than 3-4 year	20
		above 4 years	40

KEY PERSONNEL PREVIOUS EXPERIENCE IN OPERATING OF THE MATERIALS RECOVERY FACILITY

Evaluation Criteria	Evaluation Area		
Previous years of experience in a plant/factory and operations management Schedule 15B and 15C respectively	Contract Manager: relevant experience in labour intensive plant / factory and operations management which includes waste and/or resource recovery (Complete schedule 15B)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20
	Operational Supervisor: Relevant experience in labour intensive plant / factory and operations management (Complete schedule 15B)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20
	Maintenance Supervisor: Must have technical qualification (fitter and turner or boilermaker or millwright and experience in plant maintenance. (Complete schedule 15B and include trade certificate)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20

The minimum qualifying score for functionality for section 1 is **[70]** out of a maximum of **[100]**.

Functionality – Section 2

SECTION 2 COLLECTION OF DRY CO-MINGLED RECYCLABLE MATERIALS			
Evaluation Criteria	Evaluation Area	Breakdown of Evaluation Area	Points Allocation
Previous Experience (i.e. Waste collection services and logistics) Schedule 15 A.2	Relevant Experience of the Tendering Entity on Waste Collections services.	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		3 years and above	20
PERSONNEL EXPERIENCE			
Evaluation Criteria		Breakdown of Evaluation Area	Points Allocation
Contract Manager: who has Matric (Grade 12) and must have experience in supervising and/or managing door to door waste removal (CV to be attached) (Schedule 15 B)		0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		4 years and above	20

The minimum qualifying score for functionality for section 2 is **[70]** out of a maximum of **[100]**.

Supervisors: Relevant Experience in waste management collections services (CV's to be attached). The average years of experience will be used for evaluation (Schedule 15 B)	0-1 year	0
	more than 1-2 year	7
	more than 2-3 year	14
	4 years and above	20
AGE OF RECYCLING COLLECTION VEHICLES . The average of the age of vehicles will be used for evaluation (Schedule 15D)	0-2 year	40
	more than 2-4 year	30
	more than 4-5 year	20
	5 years and above	10

The minimum qualifying score for functionality for section 2 is **[70]** out of a maximum of **[100]**.

Functionality

- **Section 1**
- **Tenderer's Years of Experience in Operating of Materials Recovery Facilities and including Mini MRF's**
- **Mini MRF** means a small scale materials recovery facility which includes a drop off where recovery and sorting of recyclables and usable items are undertaken for further sale to the market.
- **KEY PERSONNEL EXPERIENCE IN OPERATING OF THE MATERIALS RECOVERY FACILITY**
- **a. Key Personnel's previous experience in a plant/factory and operations management**
- **Contract Manager (MRF):**
- relevant experience in labour intensive plant / factory and operations management which includes waste and/or resource recovery (Complete schedule 15B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**
- **Operational Supervisor:**
- Relevant experience in labour intensive plant / factory and operations management (Complete schedule 15B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**
- **Maintenance Supervisor:**
- Must have technical qualification (fitter and turner or boilermaker or millwright and experience in plant maintenance. (Complete schedule 15B and include trade certificate). **Failure to provide the CV and trade certificate will result in a zero score in functionality for that criteria.**



Functionality Cont...

- **Section 2**
- **Contract Manager (Collections):** who has Matric (Grade 12) and must have experience in supervising and/or managing door to door waste removal. Tenderers must complete schedule 15C, Section 2 to list Contract Manager's experience and also attach a detailed CV. (CV to be attached) (schedule 15 B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**
- **Supervisors (Collections):** who will be responsible for daily operational activities. This Supervisors must have experience labour-intensive waste removal or logistics industry. (CV's to be attached). **Failure to provide the CV will result in a zero score in functionality for that criteria.**
- **Tenderers to note that all staff cannot be duplicated and all staff to be dedicated to the tender.**
- **Key personnel will not be allowed to be replaced during the evaluation of the tender. If key personnel are to be replaced during contract implementation, it should be subject to approval by the CCT to ensure that the key personnel are of an equivalent (or better) standard in terms of qualification and experience.**
- **RECYCLING COLLECTION VEHICLE TYPE AND AGE**
- Tenderers must provide dry recycling collection vehicles, for the provision of these services. The recycling vehicle should be either a 5 ton capacity with high-rails or greater vehicle carrying capacity with a trailer with high rails. The maximum age per vehicle as at close of tender must be 7 years (84 months) or less. Vehicles older than 7 years (84 months) will not be considered. Tenderers MUST complete Schedule 15D, Section 2 to provide details of vehicle provision.

Contract Price Adjustment- Schedule F1

- **90%** of the current rate will be subject to adjustment annually based on the average Consumer Price Index (CPI) as follows:
- **From the start of 13th month to the end of the 24th month:** Subject to contract price adjustment in accordance with the Consumer Price Index (P0141-Table B). **Base month** for the price adjustment shall be two (2) calendar months prior to the date of commencement. The **end month** shall be two (2) calendar months prior to the 13th month.
- **From start of 25th month to end of the contract:** Subject to the contract price adjustment in accordance with the Consumer Price Index (P0141-Table B). **Base month** for the price adjustment shall be two (2) calendar months prior to the 13th month. The **end month** shall be two (2) calendar months prior to 24th month.
- The average CPI calculated, the base month to the end month (both included) divided by the number of months.
- The claim will be based on the average between the “base month” and the “end month” e.g.: $7+6+9+6 = 28$ $(28/4) = 7$ therefore the claim will be 7%. **10%** of the current rate will remain fixed.
- Fuel adjustments for Diesel quarterly from date of commencement applicable to the fuel portion of the collection rate per service point.

PERFORMANCE GUARENTEES AND PENALTIES

Performance Security

- 7.1.1 For the Guarantee Sum equal to being [**5%**] percent of the Contract price excluding provisional sums.

Penalties

- **MRF service provider**
 - Non-submission of the required reports will result in withholding payment until such information is provided and payment will be effected with next payment schedule.
 - Failure to comply with a written notice for exceeding storage/ rental area within 48 hrs- R5000
 - Tailings to not exceed 15% of total incoming stream. A penalty of R5000 per month will be paid should the tailings amount exceed 15% by mass, as measured over the weighbridge.
- **Collections service provider**
 - Non-performance in respect of collecting co-mingled dry recyclables: A penalty equal to three (3) x the rate per service point not collected on a scheduled day. Penalty factor x rate x number of service points not serviced on a scheduled day will be applied if not attended to within 24 hours of notice.
 - Mass Targets of 800 tons per month not achieved, the average will be calculated quarterly (every 3 months): The penalty will be three times the rate per service point x the number of calculated service points based on the mass difference. Weight per service point is 3.2 kg.
 - Non-submission of the required reports will result in withholding payment until such information is provided and payment will be effected with next payment schedule.



Insurances

11. Insurance

Add the following after clause 11.1:

- 11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:
- 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
 - 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
 - 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).
 - 11.2.4 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.
- 11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

Documents to be submitted with tender

- The following information shall be provided with the Tender:
- Experience of the bidder (Schedule 15A1 and A2)
- Key Personnel (Schedule 15C)
- CV and qualifications for all key personnel
- List of plant and vehicles for the execution of the work (Schedule 15D)
- Proof of ownership/lease or purchase for vehicles allocated to the tender

Please submit all the above in order for the BEC to evaluate the tender. Note that failure to submit documents will lead to bids being found to be non responsive.

Any Questions?



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Thank You

Making progress possible. Together.