

PROVISION OF RECORDS, DATA & INFORMATION

The following Information is to be provided by the Materials Recovery Facility (MRF) Operator to the Employer on a weekly basis:

- ☐ Complaints lodged
- ☐ Accidents
- ☐ Site Protocol violations
- ☐ Breakdowns and stoppages
- ☐ Daily staff compliment
- ☐ Site diary

The following materials quantities and information is to be provided to the Employer:

1. Waste quantities of the “dry” waste collected from the designated collection catchment area.
2. Co-mingled and single-stream wastes received from all other sources (quantities to be recorded separately for each stream).
3. Recovered recyclable wastes leaving the facility.
4. Residual tailing wastes.
5. Proof of all transactions, sale of recyclables recovered [vehicle registration numbers, date of transaction, volumes and mass per recyclable waste type e.g. PET, glass, cardboard, paper (office, newspaper, mixed etc.) plastics, metals etc. as shown in the table below must be provided on a monthly basis.

Data and statistics as per tender requirements must be provided monthly. Information is required in electronic format and must be in accordance with the following tables.

(a) Public Awareness And Publicity Statistics

COMMUNICATION, EDUCATION, MARKETING AND PUBLIC AWARENESS: TENDER No _____			
CONTRACTOR - CONTRACT PERIOD FROM _____ AND TO _____			
REPORTING PERIOD FOR THE MONTH OF _____ YEAR _____			
Description of Activity	Date	Where/ How	Attach proof/ Example
Maximising the no of bags placed on kerbside for emptying			
Distribution of Flyers/Pamphlets			
Information Sessions			
Newspaper advertisements			
Posters			
Other			
Other			
Other			

(b) Operations Statistics

MONTHLY STATISTICAL REPORT - TENDER No _____											
DRY WASTE COLLECTION SERVICE SBM CATCHMENT AREA											
CONTRACTOR - CONTRACT PERIOD FROM _____ AND TO _____											
REPORTING PERIOD FOR THE MONTH OF _____ YEAR _____											
Date	Day	Beat No	Vehicle Registration No			Vehicle Description	Vehicle Driver Initials & Surname	No of Service Points	Kg's Collected (as per weighbridge certificate)		
1 July 2020	Wednesday	2.3.456 (B)	CFG 123-456	CFG 123-456	CFG 123-456	Nissan UD 35	S.Xyz	1456	10 500	10 500	10 500
2-July-2020											

NOTE: The above table depicts information required and uses fictitious information as an example.

a) Recycling Statistics

CO-MINGLED AND SINGLE-STREAM WASTES RECEIVED FROM SBM CATCHMENT AREA IN KG'S																				
CONTRACTOR - CONTRACT PERIOD FROM_____ AND TO_____																				
REPORTING PERIOD FOR THE MONTH OF_____ YEAR_____																				
Unit of Measurement	Co-mingled (mixed)	White Paper	Other Paper	Cardboard	Plastic (LDPE)	Plastic (HDPE)	Plastic (PP)	Plastic (PET)	Plastic (Other)	Tetrapak	Polystyrene	Glass	Metal	Electronic	Other (Specify)	Other (Specify)	Other (Specify)	Airspace saving (M³)*	Tailings	Totals
KG's																				
Rand (excluding VAT)																				

* 1,0 tonnes = 5,0 m³ of airspace

CO-MINGLED AND SINGLE-STREAM WASTES RECEIVED FROM OTHER SOURCES																				
CONTRACTOR - CONTRACT PERIOD FROM_____ AND TO_____																				
REPORTING PERIOD FOR THE MONTH OF_____ YEAR_____																				
Unit of Measurement	Co-mingled (mixed)	White Paper	Other Paper	Cardboard	Plastic (LDPE)	Plastic (HDPE)	Plastic (PP)	Plastic (PET)	Plastic (Other)	Tetrapak	Polystyrene	Glass	Metal	Electronic	Other (Specify)	Other (Specify)	Other (Specify)	Airspace saving (M³)*	Tailings	Totals
KG's																				
Rand (excluding VAT)																				

* 1,0 tonnes = 5,0 m³ of airspace

