Operational Capacity & Capability Questionnaire:

This questionnaire will be used to assess the operational capacity and capability of bidders, and their financial ability to operate and run the services.

This information will be used to test bidding prices, as well as other parts of the bid.

Bidders must submit answers on a separate sheet (word document) that address ALL the questions.

Failure to answer and address **ALL** the questions will invalidate your bid.

Bidders to include supporting documents and references it to the numbers in the questionnaire.

1. THIS SECTION RELATES TO THE EXPERIENCE YOU HAVE IN THE HEALTHCARE RISK WASTE INDUSTRY.

1.1. Company profile (brief overview of the business profile, clients you serve and sector/s you are involved with, demonstrate an operational presence in South Africa).

1.2. Include a detailed organogram of the business (who reports to who, management structure/s, financial accounting structure/s, operational structure/s).

1.3. What does your corporate structure look like? (does your company have shareholders, sister companies or affiliations, if so kindly provide us with that information).

2. THIS SECTION RELATES TO THE LOGISTICAL PLAN THAT WILL ENABLE THE SUSTAINABLE RENDERING OF THE SERVICE.

2.1. How will collections be managed with details of the logistical plan linked to pick-up points? Explain your plan of action to cover the collection points, the systems and processes to do this, that is linked to the pick-up locations and the frequency of the collections at the various locations.

2.2. Provide a HCRW flowchart: A clear explanation of how the different types/streams of waste will be transported, separated, stored, treated and disposed of and should indicate on the flowchart where each of these processes will take place per waste stream. The response to this section must indicate the names of the treatment sites and disposal sites for the various waste streams.

3. THIS SECTION COVERS THE OPERATIONAL COSTING

3.1. Please provide evidence of the current financial capacity of your organisation. In support of this assessment, please provide the most recent audited annual financial statements of your organisation.

3.2. Bidders are required to describe their financial governance framework. Please explain the internal and external financial governance structures and mechanisms employed by your organisation, including but not limited to:

- Internal financial controls, policies, and oversight arrangements;
- Internal audit or assurance functions and their reporting lines;
- External governance structures such as external audits, audit committees, boards, or equivalent oversight bodies;

3.3. What is your ability to access capital, or your ability to borrow funds if more capacity is needed to render this service? This response must include a description of how you will secure this funding i.e. financial institution, investor/s, etc.

3.4. What expansions are needed for your organisation to render this service? Do you need to procure, or lease any equipment to get into a position to render this service? If so, what are the details of that, what is the anticipated cost of that? (not limited too - equipment, agreement with suppliers, vehicles, staff, buildings, consumables, insurance, IT, infrastructure, licensing etc.)

4. THIS SECTION COVERS THE OPERATIONAL COSTS THAT WERE ESTIMATED TO RENDER THE SERVICE AND PROVIDES ASSURANCE THAT THESE COSTS WERE INCLUDED IN THE BID PRICES

Total estimated operational costs to render the services - specific categories: These points be addressed in the sheet below.

4.1. What is your current staff complement?

4.2. What is the estimated staff cost (cost to company) and the estimated number of staff that the company will employ to render this service?

4.3. What is the estimated cost of equipment that the company will incur to render this service?

4.4. The annual cost for obtaining the necessary accommodation and infrastructure to render this service must be estimated and reported.

4.5. What is the estimated annual cost of insurance that will be added to the company's expenses to cover potential liabilities associated with this service? (example Public Liability Insurance minimum cover of R20 million etc.).

4.6. The estimated cost of vehicles and the estimated cost for fuel needs to be reported.

4.6.1. For the purpose of stating the values in this section the following definitions should please be used when completing the information for vehicles:

4.6.1.1. "GVM (Gross Vehicle Mass)" for a truck refers to the maximum total weight the truck can safely carry when fully loaded. This includes the truck's own weight, passengers, cargo, fuel, and any additional accessories or equipment.

4.6.1.2. "Tare Weight" in trucks refers to the weight of an empty truck, which includes essential fluids like fuel, oil, and coolant but excludes any cargo or passengers. Therefore, it excludes the weight of the cargo.

4.6.1.3. "Payload" = GVM – Tare Weight
Payload should please be stated as "Ton". 1 Ton = 1,000 kg.

4.6.1.4. "Cost of Fuel" for "CURRENT CAPABILITY" should please be stated as the bidder's current cost for fuel at the current fuel prices for the current services the bidder is rendering within South Africa. If a bidder does not render a service currently that involves fuel cost for trucks, then it should be stated as zero.

4.6.1.5. The "Cost of Fuel" should be stated for a monthly period.

4.6.1.6. "Cost of vehicles" should be stated. This cost refers to the estimated cost of the bidder to have access to vehicles to fulfill this bid. It can range from "Installment Sale", or "Rent to Own", or "Operating Lease", or "Financial Lease" cost.

4.6.1.7. In the event that bidders plan to fully outsource the transportation cost, and this arrangement includes the cost of fuel, then both values should be recorded on the template. The cost of fuel should be recorded in the "Cost of Fuel" column, plus the total "Cost of Vehicles" (which includes the fuel cost) should be recorded in the total cost column.

Bidders/contractors must understand that in both scenarios (sub-contracting and out-sourcing) that they, as the Main Bidder/Contractor – is ultimately accountable and responsible for this contract and all its requirements and cost.

I hereby acknowledge that I have read and understand all the above conditions of this Annexure:

SIGNATURE OF BIDDER: ....

CAPACITY UNDER WHICH THIS BID IS SIGNED: ....
(Proof of authority must be submitted e.g. company resolution)

DATE: ....

STAFF: Please report the current and forecasted quantity and staff cost to render the service requested in this bid. Link to paragraphs 4.1. & 4.2 above.

Current Capability				**FORECAST FOR THIS CONTRACT**	
Staff details per Category	**Current Number of Staff**	**Permanently Employed (PE) or on Contract (C)**	**Indicate: In-House or Outsourced**	**Number of staff needed to service this contract**	**Cost**
Management staff – Finance					
Management staff – Accounts					
Management staff – Operations					
Administrators/ Admin staff					
Finance staff					
Operators and Drivers					
Labourers (Driver's Assistants)					

Estimated Total amount of staff (This value should include the current <u>and</u> the forecasted number of staff to successfully render the services in this bid	**Nr**	**Estimated Total cost** (This value should include the current <u>and</u> the forecasted cost of staff to successfully render the services in this bid	**R**

OTHER: Please report current and forecasted costs for equipment, and infrastructure such as storage facilities, accommodation, etc., and insurance cost here. Link to paragraphs 4.3. & 4.4. & 4.5. above.

Current Capability		FORECAST FOR THIS CONTRACT	
Equipment	**Estimated Cost**	**Equipment**	**Estimated Cost**
Description of Current and Forecasted Costs for Infrastructure, like Storage/Accommodation	**Estimated Annual Cost**	**Insurance cost for this contract (Type)**	**Estimated Annual Cost**

VEHICLES: Please report current and forecasted quantity and cost for vehicles and transport here. Link to paragraph 4.6. above.

CURRENT CAPABILITY				**FORECAST FOR THIS CONTRACT**			
Vehicle Payload Capacity (Ton)	Make/Model	Quantity (Nr of vehicles)	Cost of fuel (Monthly)	Vehicle Payload Capacity (Ton)	Quantity (Nr of vehicles)	Cost of fuel (Monthly)	Cost of vehicles (Monthly)
Total Current Capability				**Total Forecast for this contract**			
Estimated Total amount of vehicles (This value should include the current <u>and</u> the forecasted number of vehicles to successfully render the services in this bid				**Estimated Total cost** (This value should include the current <u>and</u> the forecasted cost of vehicles to successfully render the services in this bid			