

OUR REF RFQ 201956  
ENQUIRIES Lekgolo Lebepe  
TELEPHONE 012 428 6157  
DATE 15 April 2026

**RFQ 201956: APPOINTMENT OF A REGISTERED WASTE MANAGEMENT SERVICE PROVIDER TO PROVIDE COMPREHENSIVE SERVICES, INCLUDING THE COLLECTION, TRANSPORTATION, RECYCLING, AND/OR DISPOSAL OF VARIOUS WASTE STREAMS, INCLUDING HAZARDOUS MATERIALS AT TWO FACILITIES SABS GROENKLOOF AND NETFA FOR 3 YEARS:**

**Dear Bidder**

The South African Bureau of Standards (SABS) hereby invites suitably qualified waste management service provider to provide comprehensive services, including the collection, transportation, recycling, and/or disposal of various waste streams, including hazardous materials at two facilities sabs Groenkloof and NETFA for 3 years:

The details of the service to be provided are provided below.

Please note the following:

- Scope of services specified on page 3
- Closing date specified on page 6
- SABS Procurement terms and conditions (accessed on the sabs website)
- **Bidders must submit the following documents with the quotations:**
  - National Treasury Central Supplier Database (CSD) registration report
  - A valid copy of BBBEE certificate/ Sworn Affidavit (to claim specific goals)
  - SBD 4 Bidders Disclosure Form
  - SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulation 2022

**SOUTH AFRICAN BUREAU OF STANDARDS** – Established in terms of Section 2 of the Standards Act, 1945, as amended

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**1. Background**

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards;
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

**2. Request for Quotation (RFQ)**

This RFQ serves as an invitation to submit a quotation to **provide comprehensive services, including the collection, transportation, recycling, and/or disposal of various waste streams, including hazardous materials at two facilities SABS Groenkloof and NETFA for 3 years:** subject to General Conditions of the Contract (GCC)

The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

**3. Confidentiality**

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

**4. No Contract**

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

**5. No Obligation to Proceed**

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process

## 6. Validity of Proposals

The Bidder's quotation shall remain valid for a period of one hundred and twenty (120) days from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

The SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such a request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

## 7. Scope of Work

a) The scope of services includes,

- Pretoria – Groenkloof
- Olifantsfontein (NETFA)

b) Collection, separation, transportation and recycling of waste from our 2 facilities. Waste management activities should include disposal, recycling, and/or incineration in compliance with applicable statutory requirements and obligations as per South African National and Provincial applicable legislation, regulations, local bylaws, and standards.

c) The service provider is to develop and maintain where applicable a formalized recycling program for the SABS at the 2 sites.

d) The service provider is to develop and maintain a waste register general, compactible, recyclable, non-compactible waste for each site with total volumes of waste that is generated.

e) The service provider is to identify (classifications) the various waste streams as per SANS 10234 for Groenkloof and NETFA sites within the first three months of the contract.

f) The service provider will provide SABS with a waste minimization plan within the first three months of the contract at the Groenkloof and NETFA sites.

g) The service provider to provide SABS with monthly waste report of all disposed waste including manifests, registers, and certificates of disposal.

h) Provide Emergency response capabilities for spills or incidents during collection, handling, transportation, or disposal of waste.

i) The service provider to provide the correct containers/bins for the collection of various waste at the 2 SABS sites.

j) Waste handlers/sorter to be trained in handling of waste.

k) Waste to be weighed at a holding point and recorded in the waste register at SABS Groenkloof and NETFA site. Calibrated scale to be provided by the supplier.

l) Where applicable, safe disposal and treatment certificates shall be issued once waste has been disposed.

m) Monthly, quarterly, and annual reports shall be issued to the SABS.

n) Ensure that the SABS always has two waste sorters on the Groenkloof Campus daily.

o) The service provider shall provide the rebates rates for recycling of the various waste streams such as glass, tins, plastic, paper, cardboard including steel, overhead cables, and E-waste.

- p) Credit the recycled waste rebates monthly against the invoice to SABS.
- q) Provide a proposal for special projects on request which shall be accepted or rejected by the SABS (for example construction rubble).
- r) Be available and provide all relevant documents for internal and external audits as well as meetings requested by the SABS.
- s) Allow SABS to Audit disposal of all waste processes and disposal sites.
- t) Ensure that a system (including records and documents) is in place to track and trace all waste leaving the SABS premises and include this in their reports. These records shall be in place for the duration of the agreement.

Identified waste types at SABS Groenkloof and NETFA sites are as follows:

- Non-Hazardous Waste (Compactable and Non-Compactable Waste)
- Bulletproof Glass
- Fluorescence Tubes
- Fat Trap Cleaning Waste
- Acids and Bases
- Scrap Metals
- Overhead cables
- Steel
- Oils and Petroleum Products.
- Reactive or Explosive Materials
- Medical Waste
- E-Waste
- Furniture

#### **Mandatory Requirements**

Description	Evidence Required	
Proof of licensing for waste management activities. (NEM: Waste Act)	Valid waste management license	Mandatory
Valid waste landfill certificate and permit.	Landfill permit	Mandatory
License to transport waste for City of Johannesburg, City of Tshwane and City Ekurhuleni	Valid License certificate	Mandatory
Workman's Compensation Letter	Valid Workman's Compensation Letter	Mandatory
Public Liability Insurance	Insurance Certificate	Mandatory

#### **Other specific requirements:**

SABS reserves the right to determine the service/s required at any site and the frequency of collection and disposal.

### Functionality Evaluation

No	Selection Criteria		
	Functionality will be measured on a scale of 1-5. Very poor:1, Poor:2, Average:3, Good:4, Excellent:5	sub weight	Weight
<b>1</b>	<b>Company Address</b>		
	Company proof company profile or proof of address		10%
<b>2</b>	<b>Company Track record</b>		
	Bidders provide a minimum of 5 contactable references where similar service was rendered (not older than 5 years) Client name; Service provided, contact person, and contact details.		
	5 relevant and contactable reference provided	5	40%
	4 relevant and contactable reference provided	4	
	3 relevant and contactable reference provided	3	
	2 relevant and contactable reference provided	2	
	1 relevant and contactable reference provided	1	
	No references provided	0	
<b>3</b>	<b>Experience in Waste management and recycling</b>		
	Company profile, showcasing experience in waste management and recycling in South Africa, Experience and expertise of personnel (CV)		
	7 years' company and expertise experience	5	50%
	6 years' company and expertise experience	4	
	5 years' company and expertise experience	3	
	4 years' company and expertise experience	2	
	3 year's company and expertise experience	1	
	No experience provided	0	
<b>Minimum threshold is 80%</b>			<b>100%</b>

### Pricing

Groenkloof	Quantity	Frequency	Year 1	Year 2	Year 3
Compatible	Skip	As and when required			
Non-Compactible	Skip	As and when required			
Lockable Condom	Coffin	As and when required			
Fluorescent tubes	Skip	As and when required			
General Glass Bin	Skip	As and when required			
Recycle bags	One	As and when required			
Fat Trap Cleaning	One	As and when required			

Medical Waste	1 Medical Bin	As and when required			
Movable Food Disposal Bins	1 Movable Bin	As and when required			
NETFA SITE					
Compatible waste	Skip	As and when required			

DESCRIPTION	PRICE PER MONTH	YEAR 1	YEAR 2	YEAR 3
Management Fee				
Groenkloof (Salaries of 2 waste sorters)	R12500.00			
Consumables and Other, Safety Boots, safety overalls, acid proof apron, Gloves, Dust/chemical masks, safety glasses, signages, waste area, safety signs, recyclables, type of waste and other applicable signs, training on waste handling, hazardous (mixed chemicals and biological) handling, first aid and firefighting, Jeyes fluid, pine gel, soap.				
VAT				
Grand Total				

**NB: Please the quotation should be your company letterhead and no handwritten quotation will be accepted.**

#### 8. Timelines

MILESTONES	DATE AND E-MAIL ADDRESS
<b>Compulsory site Briefing: SABS Groenkloof</b>	<b>21 April 2026 at 11:00 am</b>
Closing Date and Time <b>No late submissions will be accepted.</b>	<b>24 April 2026 at 11:00 am</b>
Method of submission.	Responses should be submitted via email only <a href="mailto:elvis.lebepe@sabs.co.za">elvis.lebepe@sabs.co.za</a> <b>It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.</b>

#### 9. Preference Points

Only Bidders who meet the specified requirements will be evaluated further on 80/20 preference points system of 2022. (Pricing and Specific Goal)

**10. Quotation**

The quotation should but not limited to the following:

- Rate per person
- Transportation cost (If applicable)
- Disbursement
- Fixed price, Where foreign currencies are involved, bidders should make provision for forward cover.

**11. Contact information**

All enquiries regarding this RFQ must be e-mailed/directed to [elvis.lebepe@sabs.co.za](mailto:elvis.lebepe@sabs.co.za) and 012 428 6157. Bidders must not contact any other SABS' personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

**12. Advance payment**

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance to the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

**13. Responsibility for costs**

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

**14. Bidder's contractual terms**

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ.

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I 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.

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<sup>2</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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6  
OF PFMA SCM INSTRUCTION 03 OF 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE  
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race	100% black ownership		10		
	75% - 99% black ownership		8		
	60% - 74% black ownership		6		
	51% - 59% black ownership		4		
	0% - 25% black ownership		2		
	0% black ownership		0		
Persons historically disadvantaged on the basis of gender	100% black women ownership		6		
	51% - 99% black women ownership		4		
	30% - 50% black women ownership		2		
	0% black women ownership		0		
	100% owned by persons living with disabilities		4		

Persons historically disadvantaged on the basis of disability	51% - 99% owned by persons living with disabilities		2		
	0% - 50% owned by persons living with disabilities		0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company.....

4.5. registration number: .....

4.6. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.7. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....