



**public works &
infrastructure**

Department of
Public Works & Infrastructure
FREE STATE PROVINCE

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES INTERESTED BIDDERS TO SUBMIT A PROPOSAL FOR THE SUPPLY, SORTING, COLLECTION AND RECYCLING OF WASTE STORED IN VARIOUS PROVINCIAL GOVERNMENT PROPERTIES AND SHARING OF PROCEEDS WITH THE DEPARTMENT FOR THE PERIOD OF THREE (03) YEARS.

BID NUMBER : DPWFS (RFP) 003/2024

ADVERT DATE:

28 JUNE 2024

CLOSING DATE AND TIME:

26 JULY 2024 AT 11:00 AM

COMPULSORY CLARIFICATION MEETING:

12 JULY 2024 AT 11:00 AM AT 18 HARTLEY ROAD, HAMILTON, BLOEMFONTEIN (PUBLIC WORKS AND INFRASTRUCTURE: PROPERTY MANAGEMENT).

VALIDITY PERIOD OF THE PROPOSAL:

90 DAYS

ENQUIRIES

BIDDING PROCESS: Ms M. Kolobe @ 051 492 1750/3886 or kolobem@fsworks.gov.za

TECHNICAL: Ms T. Yende @ 058 718 3650 or yendet@fsworks.gov.za

NB: All enquiries should preferably be made in writing to the officials mentioned above.

BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



BID NO: DPWFS (RFP) 003/2024

DESCRIPTION: REQUEST FOR PROPOSAL FOR COLLECTION OF RECYCLABLE WASTE STORED IN VARIOUS PROVINCIAL GOVERNMENT PROPERTIES AND SHARING OF PROCEEDS WITH THE DEPARTMENT FOR THE PERIOD OF THREE (03) YEARS.

T1.1 - Tender Notice and Invitation to Tender:

The Department of Public Works and Infrastructure, invites interested bidders to submit a proposal for collection of recyclable waste stored in various provincial government properties and sharing of proceeds with the department for the period of three (03) years.

Bids will be evaluated according to the 80/20 points system for income generating procurement:

Bid No:	DPWFS (RFP) 003/2024		
Advertising date:	28 June 2024	Closing date:	26 July 2024
Closing time:	11:00	Bid Validity period	90 Days
Compulsory Clarification:		Compulsory Clarification	
Date:	12 July 2024	VENUE:	Hamilton Offices, 18 Hartley Street, Hamilton, Bloemfontein.
Time	11:00AM		
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za from 28 June 2024 OR
- Bid documents will also be available from 28 June 2024 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R267.00 is payable in cash (***please bring the exact amount***) ***on collection of the bid documents.*** [Payments to be made at Room 102, 01st Floor, OR Tambo House].

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street
OR Tambo House
Room 101B, 1st Floor
Bloemfontein
9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

INDEX

CONTENTS	PAGE
SECTION 1: RETURNABLE DOCUMENTS_____	4
SECTION 2: TERMS OF REFERENCE_____	40
SECTION 3: CONTRACT DATA (GCC & SLA) _____	44

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

SECTION 1:

RETURNABLE DOCUMENTS



1. Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 2.1. Resolution of Board of Directors
- 2.2. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 2.3. Special Resolution of Consortia or Joint Ventures.
- 2.4. A valid proof of registration on the National Treasury's Central Supplier's Database must be accompanying this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
 - However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 2.5. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a Current Bill of Account not owing more than ninety (90) days or Lease Agreement.
- 2.6. Attach duly completed and signed SBD 1 - Invitation to bid
- 2.7. Attach duly completed and signed SBD 3.3 – Pricing Schedule (Professional Service).
- 2.8. Attach duly completed and signed SBD 4 – Bidder's disclosure
- 2.9. Attach duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022
- 2.10. Attach duly completed and signed SBD 7.3 - Contract form - tender for income-generating contracts
- 2.11. Attach duly completed and signed Annexure A - Record of Addenda to tender documents.
- 2.12. Attach duly completed and signed Annexure B - Proposed amendments and qualifications
- 2.13. Attach Annual Financial Statement Declaration.
- 2.14. A valid Letter of Good Standing issued by the Department of Labour.
- 2.15. Attendance of the mandatory clarification meeting details of which are provided in the advert and in this tender document.
- 2.16. **All documents must be completed in writing with a black pen.**

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	☐
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	☐
Special Resolution of Consortia or Joint Venture	2 Pages	☐
SBD 1: Invitation to Bid	2 Pages	☐
SBD 3.3: Pricing schedule	3 pages	☐
SBD 4: Bidder's Disclosure	3 Pages	☐
SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022.	4 Pages	☐
SBD 7.3 - Contract form - tender for income-generating contracts	2 Pages	☐
Annexure A: Record of Addenda to tender documents	1 Page	☐
Annexure B: Proposed amendments and qualifications	1 Page	☐
Annual Financial Statements Declaration	1 Page	☐
Schedule of Plant and Equipment	1 Pages	☐
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	4 Pages	☐

Name of Bidder	Signature	Date

2. EVALUATION CRITERIA

Phase:	Details:
Stage 1	Mandatory requirements - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Functionality Evaluation - bidders who fail to obtain a minimum 84 points out of 140 points for functionality as set out below will not be considered for appointment on the panel.
Stage 3	Evaluation on price and preference - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

2.1 Stage 1 (a) - Mandatory requirements

The following mandatory requirements will be applicable for this contract.

Note: Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 2.1.1 Central Supplier Database's with MAAA number which will be used to verify valid tax compliance status of the bidding entity. (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status which will be confirmed at the time of award).
- 2.1.2 A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
- 2.1.3 Attach a Letter of Good Standing issued by the Department of Labour
 - a. A valid proof of registration for COIDA must accompany this bid (Certified copy).
- 2.1.4 Attach duly completed and signed SBD documents (SBD 1, SBD 3.3, SBD 4 and SBD 7.3)
- 2.1.5 Complete and sign the Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration) attached to the document.
- 2.1.6 Attendance of the compulsory clarification meeting the details of which are listed in this document.
- 2.1.7 The service provider must have the relevant and compatible equipment's for the purpose of recycling at the company site.
- 2.1.8 Service provider must have the following Permits/Certificates:
 - a. Permit/Certificate for Waste collection, storing, treatment and recycling
 - b. Permit/Certificate for waste transporter.
 - c. Facility or company registration.
 - d. Provide a permit/ Agreements with licenced Waste Disposal Sites and/or Landfill Site/Incineration Site. (Certified from Municipality OR Department of Environmental Waste licence in terms of section 45 of the National Environment Management Waste Act 2008 No. 59 of 2008).
 - e. OHS compliance certificate
 - f. Annual Medical report of employees
 - g. Proof of ownership or lease agreement certificate of business site and mode of Transport.
 - h. The service provider is expected to render and replace items as detailed on Scope of work
- 2.1.9 **Bidder will be expected to complete the document with black pen.**

2.2 Stage 1 (b): Non-Mandatory requirement

- 2.2.1 Attach duly completed and signed Annexure A - Record of Addenda to tender documents.
- 2.2.2 Attach duly completed and signed Annexure B - Proposed amendments and qualifications.
- 2.2.3 Attach a completed and signed schedule of equipment offered (Refer to the relevant section in the specification).
- 2.2.4 Completed and signed schedule of tenderer's schedule of experience.

- 2.2.5** Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than 90 days.
- 2.2.6** Attach a duly signed and completed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.

2.3 Stage 2 – Functionality Evaluation

- 2.3.1.** Any bidder who fails to score a minimum of **84 points out of 140** points for functionality will not qualify for evaluation on price and preference using 80/20 preference points system.
- 2.3.2.** The functionality criteria will be assessed as follows:

CRITERIA	GUIDELINE FOR CRITERIA									MAXIMUM SCORE
Set-off points for recyclable material		White Paper	Card-board	LD Plastics (Polystyrene, Styrofoam)	Metal & Tin (Aluminium)	Plastic Bottles	Plastic	Glass & Ceramic	Newspaper/Magazine/ Paper rubbish	50
	Proof of set-off point	15	5	5	5	5	5	5	5	
	No Proof of set-off point	0	0	0	0	0	0	0	0	
	NB: Submit proof of set-off points for recyclable material (e.g. from any company of recycling or any buyer that will take the material).									
Company Experience	The Service Provider must provide an indication of experience in sorting, collection of waste recycling management plan. - No experience 0 points 0 to 11 Months relevant experience in recycling 8 points 1 to 2 years' relevant experience 12 points 3 to 5 years' relevant experience 20 points NB: The documents that will be submitted under section 2.1.8 (a to g) above will be used as the proof to allocate the above points. NB: Failure not to complete and sign the tenderer's schedule of experience will result in the bidder forfeiting these points.									20



Comprehensive proposed methodology and Approach as well as Knowledge and understanding of scope of work	RECYCLABLE WASTE MANAGEMENT PLAN The bidder must provide a detailed proposal of a plan indicating how waste services will be managed effectively, which includes amongst others;	
	Supply of material equipment 5 points Sorting 5 points Weighing 5 points Collection 5 points <i>NB: The bidders must display a deeper knowledge and understanding of the scope of work as tabled in section 1.4 (scope of works).</i>	20
	ENVIRONMENTAL CONTROL Need a risk mitigation strategy to ensure continued service delivery (Pollution and infection control at both collection and bidder's business waste site. and detail your OHS implementation plan.	
	Pollution Control 5 points - Always put net on top of the Pit or sorting area especially during windy days to prevent skips. - In case of a closed collection room ensure that windows are opened for ventilation. - After all sorting check all waste that is lying around unnoticed	15
	Infection Control 5 points - Always put net on top of the Pit or sorting area especially during windy days to prevent skips. - In case of a closed collection room ensure that windows are opened for ventilation. - After all sorting check all waste that is lying around unnoticed	
	OHS Implementation Plan 5 points - Ensure that PPE is provided on a daily basis - Maintain cleanliness of service staff all the time - Ensure all vehicles are kept clean during collection.	
	Submit proof of set-off points for recyclable material (e.g. from any company of recycling or any buyer that will take the material) - White Paper- - Cardboard- - LD Plastics (Polystyrene, Styrofoam)- - Metal & Tin (Aluminium)- - Plastic Bottles- - Plastic- - Glass & Ceramic - Newspaper/Magazine/Paper rubbish- - Steel-2	20
	TRANSPORTATION Suitable collection vehicles. 1 Vehicle owned or leased with Trailer /Cage 5 points 2 Vehicles owned or leased with Trailer /Cage 10 points 3 and more vehicles owned or leased with Trailer /Cage 15 points <i>NB: Please attach proof of ownership/lease agreement</i>	15
TOTAL (minimum score of 60%)		140

The following rubric scoring will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Score out of 20	Approach and methodology
Poor	1	2	3	4	5	The 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.
Average	2	4	6	8	10	The 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.
Good	3	6	9	12	15	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.
Very Good	4	8	12	16	20	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.
Excellent	5	10	15	20	25	Besides meeting the "good" rating, the important issues are approached in an innovative 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.

2.4. Stage three (03) – Evaluation on price and preference

2.4.1. Monthly payable amount: R87 999.00

1.4.1. A minimum payable amount of R 87 999.00 (exc. Vat).

2.4.2. Alternative Formulae

- i. The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:
- ii.

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

- iii. A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- iv. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- v. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Table for specific goals:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender: Women ownership 100%	5	
Race: Black ownership 100%	5	
Companies from Free State 100%	4	
Youth ownership 100%	4	
People living with Disability 100%	2	
Total Points Claimed out	20	

2.4.3. Claiming of preference points for Specific goals:

- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goal on Gender: Women ownership 100%.
- Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: Black ownership 100%.
- Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goal on Free State Based Companies.
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy /(ies) in order to claim points for specific goal on Youth: Youth ownership 100%.
- Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goal on People living with disability 100%.

NB: 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.

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.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors /Members / Partners

ENTERPRISE STAMP

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works & infrastructure
Department of
Public Works & Infrastructure
Free State Province

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURE

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place) on _____ (date)

RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

(code) _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

Postal Address:

_____ (code) _____

Telephone number (code): _____

Fax number (code): _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURE

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)

1

2

3

4

5

6

7

8

Held at _____ (place)

on _____ (date)

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liabilities for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the domicilium citandi et executandi of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number (code): _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works & infrastructure
Department of
Public Works & Infrastructure
Free State Province

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS RFP 003/2024	CLOSING DATE:	26 July 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF REGISTERED SERVICE PROVIDER/S FOR COLLECTION OF RECYCLABLE WASTE STORED IN VARIOUS PROVINCIAL GOVERNMENT PROPERTIES AND SHARING OF PROCEEDS WITH THE DEPARTMENT FOR THE PERIOD OF THREE (03) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Mosiuoa Kolobe		CONTACT PERSON	Mr Thoko Yende	
TELEPHONE NUMBER	051 492 1750 / 3886		TELEPHONE NUMBER	058 718 3650	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	yendet@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
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 BELOW.					



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

SBD 3.3

PRICING SCHEDULE

IMPORTANT PRICING INFORMATION:

- 1) The Service Provider to furnish the Department with an invoice upon fulfilment of obligations stipulated in the contract.
- 2) Service Provider to price recyclable waste items as stipulated below:

NO.	PRODUCT DESCRIPTION	PRICE PER KG	WEIGHT/ TOONAGE	MONTH	YEAR 1	YEAR 2	YEAR 3	TOTAL 3 YEARS
1.	White paper							
2.	Cardboard							
3.	LD Plastics (Polystyrene, Styrofoam)							
4.	Metal & tin (aluminium)							
5.	Plastic Bottles							
6.	Plastics							
7.	Glass & Ceramic (Per Year)							
8.	Newspaper/Magazine/paper rubbish							
9.	Steel (Quarterly)							
	TOTAL							

- 3) Should there be a price decrease from suppliers, a proof must be indicated to the Department on time.
- 4) Prices charged by the Service Providers under this contract shall not vary from the prices quoted in his/her bid.
- 5) When submitting all bidders must take into consideration normal annual inflation rates and indicate price increase on the pricing schedule.
- 6) All Bidders must take note that the rebates may not change or negotiated for the period of the Tender.
- 7) The following is the estimated weight on recyclable waste per region per month as indicated.

Please note when quoting your weight must be measured in half a Ton or Tons

NO.	PRODUCT DESCRIPTION	VOLUME/TONNAGE	DURATION	MOTHEO REGION	LEJWELEPUTSWA REGION	THABO MOFUTSANYANA REGION	FEZILE DABI REGION
1.	White paper	500kg-1 Ton	50 Tons *3months	30 Tons	5 Tons	10 Tons	5Tons
		500kg-1 Ton	40 Tons *6months	25 Tons	5 Tons	5 Tons	5Tons
		500kg-1 Ton	20 Tons *3months	10 Tons	2 Tons	6 Tons	2Tons
2.	Cardboard	500kg - Ton	20 Tons *10months 5 Tons * 2 months	10 Tons 2 Tons	2 Tons Half Ton	6 Tons 2 Tons	2Tons Half Ton
3.	LD Plastics (Polystyrene, Styrofoam)	500kg	10 Tons *10months 5 Tons * 2 months	4 Tons 2 Tons	1 Ton Half Ton	4 Tons 2 Tons	1Ton Half Tons
4.	Metal & tin (aluminium)	500kg	10 Tons *10months 5 Tons * 2 months	4 Tons 2 Tons	1 Tons 1 Tons	4 Tons 2 Tons	1Ton 1Ton
5.	Plastic Bottles	500kg - 1Ton	20 Tons *10months 5 Tons * 2 month	10 Tons 2 Tons	2 Tons Half Ton	6 Tons 2 Tons	2Tons Half Ton
6.	Plastics	500kg – 1 Ton	20 Tons *10months 5 Tons * 2 months	10 Tons 2 Tons	2 Tons Half T	6 Tons 2 Tons	2Tons Half Ton
7.	Glass & Ceramic	500kg and 1 Ton	3 Tons *10months 2 Tons * 2 months	Half Tons Half Ton	1 Ton Half Ton	1Ton Half Ton	Half Ton Half Ton
8.	Newspaper/Magazine/paper rubbish	500kg	10 Ton *10months 5 Tons * 2 months	6 Tons 2 Tons	1 Ton 1 Ton	2 Tons 2 Tons	1Ton 1Ton
9.	Steel	500kg in 3 months	4 Tons Quarterly	1 Ton	Half Ton	2 Tons	Half Ton

- 8) The following sites are grouped according to Regions in the Province, therefore the bidders will indicate the regional preference and quote according to the following schedule

GROUP ONE: MOTHEO

No.	Building	Town	White paper	Cardboard	LD Plastics (Polystyrene, Styrofoam)	Metal & Tin (Aluminium)	Plastic Bottles	Plastics	Glass & Ceramic	Newspaper/Magazine/Paper Rubbish	Steel
1	Fidel Castro Building	Bloemfontein	kg	kg	kg	kg	kg	kg	kg	kg	kg
2	OR Tambo House	Bloemfontein	kg	kg	kg	kg	kg	kg	kg	kg	kg
TOTAL WASTE COLLECTED			kg	kg	kg	kg	kg			kg	kg
COST PER KILOGRAM			R____/kg	R____/kg	R____/kg	R____/kg	R____/kg	R____/kg	R____/kg	R____/kg	R____/kg
TOTAL AMOUNT			R	R	R	R	R			R	R



GROUP TWO: LEJWELEPUTSWA DISTRICT

No.	Building	Town	White paper	Cardboard	LD Plastics (Polystyrene, Styrofoam)	Metal & Tin (Aluminium)	Plastic Bottles	Plastics	Glass & Ceramic	Newspaper/Magazine/Paper Rubbish	Steel
1	Kopano Works	Welkom	kg	kg	kg	kg	kg	kg	kg	kg	kg
TOTAL WASTE COLLECTED			kg	kg	kg	kg	kg			kg	kg
COST PER KILOGRAM			R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg
TOTAL AMOUNT			R	R	R	R	R	R	R	R	R

GROUP THREE: FEZILE DABI DISTRICT

No.	Building	Town	White paper	Cardboard	LD Plastics (Polystyrene, Styrofoam)	Metal & Tin (Aluminium)	Plastic Bottles	Plastics	Glass & Ceramic	Newspaper/Magazine/Paper Rubbish	Steel
1	Kroonstad Works (Botha Street)	Kroonstad	kg	kg	kg	kg	kg	kg	kg	kg	kg
TOTAL WASTE COLLECTED			kg	kg	kg	kg	kg			kg	kg
COST PER KILOGRAM			R___/kg	R___/kg	R___/kg	R___/kg	R___/kg			R___/kg	R___/kg
TOTAL AMOUNT			R	R	R	R	R			R	R

GROUP FOUR: THABO MOFUTSANYANA DISTRICTS

No.	Building	Town	White paper	Cardboard	LD Plastics (Polystyrene, Styrofoam)	Metal & Tin (Aluminium)	Plastic Bottles	Plastics	Glass & Ceramic	Newspaper/Magazine/Paper Rubbish	Steel
1	QwaQwa Housekeeping (Old Government Building)	QwaQwa	kg	kg	kg	kg	kg	kg	kg	kg	kg
TOTAL WASTE COLLECTED			kg	kg	kg	kg	kg	kg	kg	kg	kg
COST PER KILOGRAM			R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg	R___/kg
TOTAL AMOUNT			R	R	R	R	R	R	R	R	R

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. BIDDERS'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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:

.....
.....

¹ 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 consortium² 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.

² 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.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



SBD 4

- 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.

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 2021/22 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

(delete whichever is not applicable for this tender).

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

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:

80/20	or	90/10	
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	

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—
- 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
 - 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender: Women ownership 100%	5	
Race: Black ownership 100%	5	
Companies from Free State 100%	4	
Youth ownership 100%	4	
People living with Disability 100%	2	
Total Points Claimed out	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. 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]

4.6. 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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS³

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE LESSOR/ SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE LESSOR/ SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to lease property/ purchase all or any of the goods and/or services described in the attached bidding documents from (name of institution) in accordance with the requirements stipulated in (bid number) at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted covers the leased property/ all the goods and/or services specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I undertake to make payment for the leased property/goods/services as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES

1.
2.
DATE:

³ "Tender for income-generating contracts" has the same meaning as defined in the Preferential Procurement Regulations, 2022.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS

PART 2 (TO BE FILLED IN BY THE LESSOR/ SELLER)

2. I..... in my capacity as.....
accept your bid under reference numberdated.....for the leasing of property/ purchase of
goods/services indicated hereunder and/or further specified in the annexure(s).
3. I undertake to make the leased property/ goods/services available in accordance with the terms and conditions of the
contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES

1.

2.

DATE.....

**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature Date

Name Position

Tenderer

Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:

☐ internally
☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]

☐ enterprise has had its financial statements audited;

name of auditor

☐ enterprise is required by law to have an independent review of its financial statements

name of independent reviewer

☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

Name

Position

Tenderer

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**
Department of
Public Works & Infrastructure
Free State Province

Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	REQUEST FOR PROPOSAL FOR THE SUPPLY, SORTING, COLLECTION AND RECYCLING OF WASTE STORED IN VARIOUS PROVINCIAL GOVERNMENT PROPERTIES AND SHARING OF PROCEEDS WITH THE DEPARTMENT FOR THE PERIOD OF THREE (03) YEARS.		
Tender no:	DPWFS (RFP) 003/2024	Closing date:	28 June 2024
Advertising date:	26 July 2024	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						
6						

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**
Department of
Public Works & Infrastructure
Free State Province

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
7						
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**
Department of
Public Works & Infrastructure
Free State Province

- 1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**
Department of
Public Works & Infrastructure
Free State Province

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
10							
11							
12							
Name of Tenderer		Signature			Date		

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

SECTION 2:

TERMS OF REFERENCE

3. TERMS OF REFERENCE

3.1. INTRODUCTION:

Department of Public Works & Infrastructure intends to appoint a service provider with waste recycling experience and sufficient capacity to provide the Recycling waste collection service for the period of three (03) years.

3.2. BACKGROUND/OVERVIEW

- 3.2.1. The Department of Public Works & Infrastructure, Housekeeping unit is responsible for waste management services.
- 3.2.2. Housekeeping unit is focusing on a shift from waste disposal to waste minimization, separation waste at source, recovery and recycling model. Recyclable components of which paper is mostly consumable is highly used for administrative duties and discarded whereby recyclers collecting waste in Government buildings are generating income for themselves.
- 3.2.3. It is against this background /overview that housekeeping unit is tasked with the responsibility to appoint a reputable Waste Management Service provider to take responsibility of waste management services in Government buildings where cleaning services is rendered. The service provider shall collect the waste, recycle and pay the Department the rebates in accordance with the agreed rates and quantity of recycling waste collected. Therefore the service provider will then be required to manage the collection and recycling of waste.

3.3. PURPOSE OF THE RFP

- 3.3.1. The Department is committed to reducing its potential impact on the environment through the use of one of the waste management hierarchy principles.
- 3.3.2. To empower previously disadvantaged vulnerable groups (Women and Youth).
- 3.3.3. To ensure the safe handling and storage of wastes at all office locations and construction sites.
- 3.3.4. To generate revenue for the Department from the proceeds of recyclable waste material.
- 3.3.5. To promote environmental awareness by waste minimisation and recycling waste within waste management chain.
- 3.3.6. To promote waste management best practice.
- 3.3.7. To provide appropriate training for Housekeeping staff and supply chain partners on waste management issues.

3.4. DETAILED SCOPE OF WORK.

- 3.4.1. The appointed Service providers will be expected to supply, sort and collect recyclable of waste from the following Identified Government Buildings:

No.	REGION	TOWN	BUILDING
1.	Motheo	Bloemfontein	O R Tambo
		Bloemfontein	Fidel Castro
2.	Lejweleputswa	Welkom	Kopano Works
3.	Thabo Mofutsanyana	Phuthaditjhaba	Old Government building
4.	Fezile Dabi	Kroonstad	Kroonstad Works Botha Street

3.4.2. The appointed service Providers will be expected to supply the Department with the following:

NO.	ITEM	SIZE	DESCRIPTION
1.	Garbage Bins	240L	Two wheeler (739x580x1069) mm (Different colours)
2.	Garbage Bins	360L	850x730x1140(mm (Different colours))
3.	Waste Bags	Both sizes of wheelie bins.	
4.	Digital Scale	150Kg	
5.	Labels		Labels for waste bins to be sorted and Signage.
6.	Net		To mitigate Pollution must be procured and replaced for the duration of the contract.

The cost of these items to be included when pricing for the bid.

- 3.4.3. The service provider to place the bins in an area identified by the Departmental officials and put different labels for each waste bin into White paper, Cardboard, plastic bottles, glass & ceramic, Plastic, LD Plastics (Polystyrene, Styrofoam), Newspaper/Magazine/Paper rubbish, Metal & Tin (Aluminium) as well as Steel.
- 3.4.4. The service provider to sort and weigh the recycled waste in kilograms and keeps record/ waste statistics that will be confirmed by both the Service Provider and Housekeeping staff, and remove sorted waste.
- 3.4.5. The successful bidder/tenderer must have suitable premises where recyclable waste can be received baile
- 3.4.6. The service provider shall supply, sort, weigh the recycled waste in kilograms, collect recyclable waste and pay the Department the rebates in accordance with the agreed rates and Volume/Tonnage during previous month of recycled waste collected.
- 3.4.7. All the collected recyclable waste will be confirmed by both the Service Provider and Housekeeping staff and remove recyclable waste.
- 3.4.8. Proper precautionary measures must be taken to ensure that recyclable waste is not scattered and littering whilst skips are collected and in transit.
- 3.4.9. The service provider must take full responsibility to mitigate against the pollution when collecting and comply with OHS regulations.
- 3.4.10. Provide statistics of collected waste and issue the cost rebate to the Department of Public Works & Infrastructure for recyclable and recoverable waste.
- 3.4.11. Removal of sorted waste twice a week, Tuesday and Thursday as per the schedule to be issued between 08h00 and 15h00. The schedule may change according to each area.
- 3.4.12. Servicing staff must always be identifiable in uniform with a company logo during every sorting and collection.
- 3.4.13. Both Parties (Service Provider and the Department can cancel contract with a written notice of 60days), the service provider will have to pay the Department all the rebates of waste collected within the notice period.
- 3.4.14. Servicing staff to report at Housekeeping Office where they will be accompanied by the Housekeeping foreman or any designated official in the unit to a waste collection point, for sorting, collection, weighing and recording of sorted waste before removal to the waste site.
- 3.4.15. The successful bidder/tenderer must have suitable premise where recyclable waste can be received, bailed and stored.
- 3.4.16. Housekeeping foreman or any designated staff has the right to monitored and give orders to the service provider's employees.
- 3.4.17. Both Parties (Service Provider and the Department can cancel contract with a written notice of 60days), the service provider will have to pay the Department all the rebates of waste collected within the notice period.
- 3.4.18. The Department retains the right to require the replacement of company employees should justifiable reasons exist.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



- 3.4.19. The Department may withdraw the services should the service provider not comply/break any of its contractual obligations.
- 3.4.20. The service provider will not hold the Department responsible for any of its employee's injuries.
- 3.4.21. The service provider will provide any mode of transport with fully caged trailer that will not allow skips to escape or a caged trailer with net.
- 3.4.22. Directors and employees of the Company shall be subjected to security vetting upon commencement of the contract.
- 3.4.23. The service provider must develop a Waste Information System/Waste Statistics to track on a monthly basis the volumes of the various waste streams generated/ the volume of recyclables.

3.5. DETAILED TERMS OF REFERENCE

- 3.5.1. The service provider to supply, sort, collect and recyclable waste from different identified buildings between 08h00 and 15h00 once/ twice per week on Tuesday and Thursday as per schedule.
- 3.5.2. Designated official together with the company representatives to weigh and keep record of recyclable waste collected.
- 3.5.3. Servicing staff should always be able to be identified with uniform and a company logo during every servicing they do. PPE suitable for work undertaken.
- 3.5.4. Servicing staff to report at the Housekeeping Office and be accompanied by the Housekeeping foreman.
- 3.5.5. Service provider's employees will be furnished with access cards to all departmental premises where applicable.
- 3.5.6. All newly appointed servicing staff members are to be introduced to the Department formally.
- 3.5.7. The Department will arrange access for visitors parking bay for easy entry of the service team.
- 3.5.8. The service Provider to be appointed must display an unquestionable track record and experience with positive feedback.
- 3.5.9. The service provider must make use of equipment's and tools which supports the preservation of the environment, which includes recycling plans and complies with all the regulations of the Republic of South Africa.
- 3.5.10. The service provider must advice on and introduce the latest trends in the waste management industry with the intention to improve its service and to ensure that it stays ahead of the latest trends and abreast of the relevant regulations and legislation.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: COLLECTION OF RECYCLABLE WASTE



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

SECTION 3:

CONTRACT DATA:

GENERAL CONDITIONS OF CONTRACT (GCC)

SERVICE LEVEL AGREEMENT (SLA)