



REQUEST FOR QUOTATION: BS 120/2023

WASTE SORTING AND RECYCLING SERVICES (6 MONTHS)

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world. The Centre has an Integrated Management System with which consists of certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and 45001 (Occupational Health and Safety Management System) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

2. Purpose of the request for quotation

The Durban ICC requires the services of a duly experienced waste recycling contractor/ service provider complying with applicable legislation, regulations and/or standards of practice.

This service will consist of waste separation, sorting, weighing and recycling with the inclusion of staffing for the Durban ICC and Durban Exhibition Centre (DEC) for a period of 6 months.

3. Scope of Work

3.1 Durban ICC is SABS ISO 14001 (Environmental Management Systems) certified and in-line with keeping up with international standards and ensuring environmental sustainability, an experienced waste recycling contractor/ service provider with traceable references is required to provide recycling services for the Durban ICC.

3.2 The service provider must separate, sort, weigh and recycle all waste from the Durban ICC and Durban Exhibition Centre (DEC).

3.3 Waste will be sorted at the designated Durban ICC and DEC waste separate sites and weighing can take place either onsite or offsite at the service providers recycling site.

3.4 Recycling of the following material categories will take place:

- Paper
- Glass
- Cardboard
- Cans
- PET (Polyethylene terephthalate) - Hard Plastic
- Polystyrene
- Mixed plastic
- Cardboard Cores
- Other materials

3.5 The service provider must provide quantified monthly reports for all recycled waste and for both the Durban ICC and DEC sites.

3.6 The service provider must provide quantified ad hoc reports for all recycled waste and for both the Durban ICC and DEC sites for certain events.

3.7 Recycling areas must be cleaned up thoroughly at the end of the shift.

4. Mandatory requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> Service provider to provide valid licence for waste removal and recycling (Department of Environmental Affairs). If service provider utilises a 3rd party recycler, proof of the 3rd party recycler must be provided. (Please provide Proof) 		
<ul style="list-style-type: none"> Valid eThekweni Municipality schedule trade permit for waste removal and recycling (Please provide Proof) 		
<ul style="list-style-type: none"> Valid DSW transportation permit for waste removal and recycling (Please provide Proof) 		
<ul style="list-style-type: none"> Calibrated Scale - Floor (200kg max) and Provision of Valid Calibration Certificate. Calibration certificate must be attached indicating information on scale, last date of calibration as well as next calibration date. (Please attach Proof) 		

Please note: failure to comply with the stipulated mandatory requirement will result in the bid submission being deemed non-responsive and not evaluated any further.

5. Two Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Price_and Preference

The **80/20** preference points system will be applied.

Bidders will score up to 20 preference points for their B-BBEE status level of contribution as per the table below:

BBBEE Status of Contributor	Number of points claimed (80/20 system)	Number of points claimed (90/20 system)
Level One	20	10
Level Two	18	9
Level Three	14	6
Level Four	12	5
Level Five	8	4
Level Six	6	3
Level Seven	4	2
Level Eight	2	1
Non-compliant contributor	0	0

6. Terms and Conditions

6.1 The service provider will hereby quote to perform and complete all work required in this RFQ within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.

6.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).

7. Protection of Personal Information

7.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA").

7.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

8. Conditions of Contract

8.1 The service provider must have a safety file ready compiled and to be submitted to the Durban ICC soon after appointment.



- 8.2 The service provider and his staffing must comply with all Durban ICC Safety, Health and Environmental policies and regulations.
- 8.3 Hours of work are from 07h30am – 17h00pm, Mon – Sunday however this is event dependant and ad hoc services may be required.
- 8.4 The service provider must always ensure they comply with the National Environmental Management Act.
- 8.5 The preferred service provider must provide a cleaning chemicals list with a 16-point format Material Safety Data Sheet (MSDS).
- 8.6 Failure to comply will result in a penalty of five hundred rand (R 500.00) per day.

9. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 9.1 Full name
- 9.2 Identification or company or other registration number
- 9.3 Tax reference number and VAT number, if any
- 9.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 9.5 Valid BBBEE Certificate
- 9.6 MBD 4 Declaration of Interest form must be completed
- 9.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

10. Contact Persons

Renil Harbhajan – ISO Officer
Tel: 031 360 1324
E-mail: renilh@icc.co.za



11. Compulsory Site Inspection

- Please note that a compulsory site inspection will be held on **18th September 2023 at 10h00**. Service Providers are to meet **Renil Harbhajan** at the Durban ICC reception area, second floor, 45 Bram Fischer Road, Durban.
- All suppliers must arrive on time
- Suppliers who arrive late will not be considered.
- All suppliers will have to sign a compulsory site inspection register and will thereafter be escorted to the areas of work.
- It's advisable that the individual/s attending the compulsory site inspection have sufficient requisite experience to grasp the scope of works required for this particular project undertaking.
- Should the individual representing the company not be knowledgeable, the information discussed at the compulsory site inspection may not be transferred comprehensively to the company, which may result in the quote being misstated.
- Failure to attend the compulsory site inspection will result in the service providers bid submission being deemed non-responsive.

12. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 22nd September 2023**.

13. Compulsory Pricing Schedule (official form of offer)

Onsite Recycling Management			
Requirements	Detailed Description	Quantity	Total cost for service

Staffing			
Waste Sorter (Monthly)	4 Staff members	6 months	
Equipment			
Sorting Frame with Hessian bags and Tarp Recycling of the following materials: <ol style="list-style-type: none"> 1. Paper 2. Glass 3. Cardboard 4. Cans 5. PET (Polyethylene terephthalate) - Hard Plastic 6. Polystyrene 7. Mixed plastic 8. Cardboard Cores 9. Other materials 	Sorting frame and bags per month	6 months	
Consumables			
Site Hygiene (Hosepipe) to be used daily	The service provider must insert a rate to provide a hosepipe	6 Months	
Cleaning Chemicals Based on frequency, the service provider must know how much they need to use and this must be factored in and not charged separately	Cleaning chemicals	6 Months	
Please state any additional costs:			R
			Total (VAT excl.) R
			VAT @ 15% R



Total (VAT Incl.)	R
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I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature: _____ **Date:** _____



14. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto bydo hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: *(Block Capitals)* _____

Signature: _____ **Date:** _____

15. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the SERVICE PROVIDER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said SERVICE PROVIDER:

<u>Account</u>	<u>Account Number</u> : to be completed by service provider.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the SERVICE PROVIDER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the service provider's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (Of person authorised to sign on behalf of the Service provider)

16. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

16.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid.

16.2 In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

16.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

16.3.1 Full name of bidder or his/her representative

16.3.2 Identity number:

16.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

16.3.4 Company Registration Number:

16.3.5 Tax Reference Number:

16.3.6 VAT Registration Number:

16.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *MSCM Regulations: "in the service of the state" means to be –*

(a) *a member of –*

- *any municipal council*
- *any provincial legislature*
- *the National Assembly or the National Council of Provinces*

(b) *a member of the board of directors of any municipal entity;*

(c) *an official of any municipality or municipal entity;*

(d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*

(e) *a member of the accounting authority of any national or provincial public entity;*

(f) *An employee of parliament or a provincial legislature.*

² *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

16.3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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16.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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16.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

YES	NO
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16.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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16.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
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16.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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16.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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17. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder