



Request for Proposals (RFP)

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

RFP No. 3657/28/10/2024

Date of Issue	Friday, 11 October 2024	
Compulsory Briefing MS Team Session	Date and Time	Monday, 21/10 2024 @ 11h00 – 12h00
	Link	Join the meeting now Meeting ID: 394 612 022 237 Passcode: ka4ayU
Compulsory Site Inspection	Date and Time Address	Tuesday, 22/10/2024 @ 12h00 – 13h00 CSIR -Pretoria Campus, Building 37
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
	Please use RFP No and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Thursday, 24/10/2024 @ 16H30	
Electronical Submission	tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Waste Management Services	
Closing Date and Time	Monday, 28/10/ 2024 @ 16H30	

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RFP STRUCTURE

SECTION A: GENERAL RFP TERMS AND CONDITIONS

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LIST OF ANNEXURES

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- Annexure B – Technical Specification
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 - ANNEXURE C -1 (Project/Reference List)
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- Annexure E – Proposal Form and List of Returnable Documents
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SECTION A**GENERAL RFP TERMS AND CONDITIONS****1 INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 SUBMISSION OF PROPOSALS

- 2.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 2.2 All proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***). The CSIR business hours are between **08h00** and **16h30**.
- 2.3 All proposal submissions are to be clearly subject referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

PART 1: Technical Proposal (Please indicated the RFP Number on each File/folder)

PART 2: Pricing Proposal, Specific Goals claim documentation: RFP No.: (Please indicated the RFP Number on each File/folder)

- 2.4 Proposals submitted must be signed by a person or persons duly authorised.
- 2.5 Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).

- 2.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
- 2.7 All dates and times in this bid are South African standard time.
- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.
- 2.9 Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria.

3 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

4 FRONTING

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

5 PRICING PROPOSAL

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 5.3 Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 5.5 Please provide a detail pricing using a Bill of Quantities outlined under **Annexure D. Pricing must strictly be in accordance with the Bill of Quantities**.

6 APPOINTMENT OF SERVICE PROVIDER

- 6.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

- 6.3 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

7 SERVICE LEVEL AGREEMENT

- 7.1 Upon award the CSIR and the successful bidder will conclude an agreement in line with applicable form of contract (i.e. **Draft Supplier Agreement**) regulating the specific terms and conditions applicable to the services being procured by the CSIR.
- 7.2 Bidder(s) are requested to:
- 7.2.1 Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- 7.2.2 Explain each comment and/or amendment; and
- 7.2.3 Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 7.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

8 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

9 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

10 CORRECTNESS OF RESPONSES

- 10.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

11 VERIFICATION OF DOCUMENTS

- 11.1 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 11.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

13 ADDITIONAL TERMS AND CONDITIONS

- 13.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 13.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

13.3 In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:

- A joint venture agreement signed by both parties clearly indicating the lead partner, including split of work;
- Copy of a valid certificate or consolidated B-BBEE score card;
- The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificate/s.

13.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

13.5 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

13.6 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

14 SPECIAL CONDITIONS

The CSIR reserves the right to:

14.1 Extend the closing date of this RFP;

14.2 Correct any mistakes before closing date and time of the tender that may have been in the Bid documents or occurred at any stage of the tender process;

14.3 Verify any information contained in the bidder's submission;

14.4 Request documentary proof regarding the bidder's submission;

- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 14.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8 Award this RFP as a whole or in part;
- 14.9 Award this RFP to multiple bidders;
- 14.10 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 14.12 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 15.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

14.0.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

15.1.2 seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- a. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- b. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- c. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- d. has in the past engaged in any matter referred to above; or
- e. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

16.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

16.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

17 PREPARATION COSTS AND LIMITATION OF LIABILITY

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

18 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

19 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

20 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. If a recommended bidder is not tax compliant, the bidder will be notified in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so CSIR will reject their bid.

The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

22 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

23 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

24 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

25 PERSONAL INFORMATION

- 25.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable

data protection laws. The bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

- 25.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 25.3 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 25.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders compliance with the requisite POPI Act safeguards.

26 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

SECTION B

EVALUATION METHODOLOGY

27 TERMS OF REFERENCE

This RFP is for provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years. The service offering must include all requirements as set out in **Annexure B**.

28 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 28.1 on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met 70 and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation. (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e. 80 points for Price and 20 points for Preference Points.	The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000).

28.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- Bidder that fails to attend the compulsory briefing session and site inspection will not be considered.
- Bidder that submitted late bids will not be considered.
- Bidder that submitted to the incorrect location or email address will not be considered (Only electronic submission to tender@csir.co.za would be considered).

- Bidder that is listed on the NT database of restricted suppliers will not be considered.
- Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- Bidder that did not submit mandatory returnable documents as listed on Annexure E: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table). Only bidders that are not eliminated on Phase 1 will proceed to the next phase of evaluation.

28.2 Technical Evaluation Criteria (Phase 2)

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	ELEMENT	WEIGHT
1	Bidder's Waste Management Proposal	70
	General Waste	15
	Waste Recycling	20
	Hazardous waste	15
	e-Waste	10
	On-site management and reporting	5
	Capacity/equipment	5
2	Bidder's Experience and the Contract Management	30
	Bidder and Contract Manager experience	20
	Promotion of staff welfare and SHE responsibilities	10
TOTAL (%)		100

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

28.3 Price and Preference Points Evaluation (Phase 3)

Only Bidders that have met minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

29 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The bidder that met **all** the requirements outlined in the checklist when conducting the site inspection.

Checklist for Site Inspections

Criteria	Yes/No	Comments
General Waste and Waste Generation.		
Hazardous Waste and Food Waste.		
Disposing of Waste Materials.		
Waste Reduction and Waste Disposal.		
Waste Collection and the Storage of Waste.		
Labelling of Waste.		
Handling, Transporting and Disposal.		
Personal Protective Equipment.		
Record Management of a Waste Management Program.		

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.

30 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number.

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number.

Annexure A

Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFP3657/28/102024	CLOSING DATE:	28/10/2024	CLOSING TIME:	16h30
DESCRIPTION	The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number RFP 3657/28/10/2024 and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.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
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES

<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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, 2022, 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 / OR COMPLY WITH 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:

Annexure B**Technical Specification/Scope of Services for the provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years)**

RFP No 3657/28/10/2024.

31 INVITATION FOR PROPOSAL

Proposals are hereby invited for the qualified service providers to provide general waste and hazardous waste removal, sorting and recycling, disposal and waste management service which meet the requirements of CSIR's Environmental Management System (EMS) based on ISO 14001 as CSIR Gauteng sites are certified for ISO 14001. The proposals are for a five (5) year period, for all CSIR sites (listed under the "Background" below).

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing and general information on the business of potential Contractors for the CSIR to determine the Contractors most capable of providing the service.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

32 BACKGROUND

The Pretoria Scientia campus has 52 buildings in total with a gross area of 213,000m², with over 2500 employees, tenants and visitors on the Pretoria Scientia Campus. Activities on the

site include offices, laboratories, food preparation areas (canteens and restaurants), workshops, gym, crèche, accommodation facilities and a conference centre.

The site generates diverse waste streams from different buildings. Some of the waste streams have specific management requirements above the usual and the bidder will be required to manage them accordingly.

- General waste
- Food (Organic) waste
- Hazardous waste including chemical, biological, medical etc.
- Electronic waste (e- waste) including fluorescent tubes, electronic appliances and equipment, wires, etc

The Kloppersbos and Paardefontein farms, situated at 120 JR, a portion of 6, in the north of Pretoria, have approximately 10 employees. Activities on the sites include offices, laboratories and workshops. These sites generate diverse waste streams.

The Johannesburg Carlow Road is situated at corner of Rustenburg and Carlow Road, Auckland Park with over 50 employees, tenants and visitors. Activities on the site include offices, laboratories and workshops. The site also generates diverse waste streams.

The Johannesburg Cottesloe site is situated at corner Newton and Frost Avenue, Cottesloe with over 15 employees, tenants and visitors. Activities on the site include offices, laboratories and workshops. The site also generates diverse waste streams.

The CSIR Durban office is situated at 359 King George Avenue, Durban.

The CSIR Western Cape has two sites namely Stellenbosch (11 Jan Cilliers Street) and Rosebank (15 Lower Hope Road). At both sites activities on the site include offices, laboratories and workshops. The site also generates diverse waste streams.

32.1 General waste

Pretoria Scientia campus:

General Waste that is generated from the offices, kitchens and conference area is removed by the cleaning contractor from inside the buildings to the 240L wheelie bins in the designated waste areas located outside the buildings. This waste is temporarily stored until collected and transported by the waste management contractor to the waste sorting area where further sorting takes place.

The waste sorting area is the CSIR's dedicated recycling facility where waste materials, such as paper, tin, steel, glass, plastic, etc. are sorted for further recovery of recycling material. Waste separation is done in order to reduce the quantities of waste disposed at the nearby disposal facility or landfill site. The recyclable materials are then removed on a bi-monthly basis by the waste management contractor while the non-recyclable waste residues are transported to the nearby municipal waste facility for safe disposal.

Kloppersbos and Paardefontein:

Similar general waste is generated however these sites do not have a waste sorting area and therefore general waste is temporarily stored in a skip or wheely bins until the collection and disposal by the waste management contractor to the off-site disposal facility or landfill site. The skip at each site is generally collected once a month or as and when requested.

Johannesburg Sites: **Carlow** Road and Cottesloe:

Similar general waste is generated however these sites do not have a waste sorting area and therefore general waste is temporarily stored in a skip or wheely bins until the collection and disposal by the waste management contractor to the off-site disposal facility or landfill site. The 6-cube skip at each site is collected once a month or as and when requested.

32.2 Food or organic waste – Pretoria campus

Food (organic) waste generated from the conference centre, the restaurants on site, canteen and accommodation facilities is collected from the designated food waste bins for safe handling, transportation and further processing at the composting site on a daily basis. The provision of a suitable food waste composting machine/process and a resource to manage this must be provided.

32.3 Special food waste management: Conferencing and accommodation (Pretoria Campus)

The Council for Scientific and Industrial Research (CSIR) is one of the leading African research and technology development organisations. The CSIR's mandate is to undertake directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR lives and achieves this mandate in partnership with national and international research and technology institutions, parties in the public and private sectors and with civil societies.

Focus areas

The Conferencing and Accommodation Group comprises of CSIR International Convention Centre, Entabeni, Knowledge Commons & Newtons.

The CSIR International Convention Centre (CSIR ICC)

The CSIR International Convention Centre (CSIR ICC) is a dedicated, purpose-built convention centre catering to the medium-sized convention market hosting over 700 local, national, and international conferences, and other types of events annually.

The CSIR International Convention Centre offers superb facilities and quality service with conference, function and exhibition venues that can accommodate events of 500 to as little as 10 delegates and guests, with groups as large as 1000 being accommodated at times.

The CSIR Knowledge Commons (KC)

An open facility within the CSIR, comprising meeting rooms, hot-desks, lounge areas, a restaurant, work cubicles, used within the organisation to foster knowledge exchange, scientific interaction and networking across organisational boundaries.

Newton's Eatery

Newton's offers an indoor and outdoor space where CSIR staff and tenants can dine, meet, and network across the organization as well as with invited guests.

Entabeni

Peaceful, attractive, convenient, and cost-effective self-catering overnight accommodation (short and medium stay) facility for use by the CSIR and its visitors and other stakeholders (it is not open to public booking) comprising of 12 single rooms; 11 two-bedroom houses; and 2 three-bedroom houses.

Over the years, the CSIR ICC has implemented several social and environmental responsibility initiatives and has trained staff and partnered with relevant service providers to proactively

promote green conferences to clients who share its commitment towards the environment by reducing the environmental impact of their events hosted at the ICC.

Resource depletion, environmental degradation, carbon emissions, global warming, filling up of landfill sites, and social responsibility – these are all current issues of concern. As a result, there is an international movement across all industries to reduce their various impacts on the environment by promoting resource efficiency and sustainability.

C& A Requirements

As one of the leading Convention Centres in South Africa, the CSIR C&A group seeks to collaborate with a credible and efficient waste management company that provides a safe, responsible waste management solution that is clean and hygienic, pests and rodents free by providing an environmentally friendly waste collection bin that is sealed so the waste cannot come into contact with rainwater, no leaks, no odour and is aesthetically appealing.

Moreover, the solution should promote better hygiene solution with a semi-underground or unnoticeable capability to conceal the waste and convenient disposal measures. It is critical for the prospective waste management company to be an active member of the Institute of Waste Management of Southern Africa (IWMSA).

As part of our business objective and added value proposition, the CSIR ICC will develop a baseline for sustainability reporting to its clients to propose measures to curb the carbon footprint accumulated.

Waste streams accumulated from the C& A Group are as follows:

- Food waste
- Plastic bottles
- Glass bottles
- Cans
- Plastic
- Paper
- Cardboard

32.4 Chemical /Hazardous and Biological waste

Chemical/Hazardous and Biological waste generated from laboratories, workshops, on site clinic, etc. is collected from the waste source for safe handling, treatment and/or safe disposal to permitted disposal facilities. Relevant permits/certificates to transport and dispose of hazardous chemical waste is required.

32.5 E-waste

All e-waste is collected from designated bins and/or storage areas and are then recycled/re-purposed or disposed off according to the legislative requirements.

33 PROPOSAL REQUIREMENTS

All proposals are to be submitted in a format specified in this enquiry. However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

33.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- a. Company profile.
- b. Detailed Technical Proposal

33.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- a. Cover Letter.
- b. Completed Bill of Quantity for General and Hazardous Waste (**Annexure D**) on official company letterhead.
- c. CSD registration report (RSA suppliers only).

34 PROPOSAL SPECIFICATION

34.1 Scope of Work

During the term of this contract the service provider will :

34.1.1 General waste - collect, separate, transport and recycle and/or dispose of waste from the CSIR sites as per the agreed collection schedule for the site

34.1.2 Food waste – collect and transport to the composting site for further processing (this is done at the Pretoria campus only). For all other sites the food waste will be treated as general waste.

34.1.3 Hazardous waste – collect from the designated CSIR site and dispose of the waste at a registered facility in compliance with legislative requirements

34.1.4 E-waste – collect, sort and recycle e-waste at registered facilities in compliance with legislative requirements

The service provider will be required to render the following services:

34.2 WASTE COLLECTION AND TRANSPORTATION

The Service Provider will be required to ensure timely collection of, but not limited to, the following waste types:

- Collection and transportation of *general waste* from the colour coded bins in the designated waste areas outside the buildings to the waste sorting area at the Pretoria site on **a daily basis as per the agreed upon daily collection schedule**;
- Collection and transportation of general waste from a full container or skip at Carlow Road (bi-monthly), Cottesloe (bi-weekly), Kloppersbos (monthly) and Paardefontein (monthly), Durban (bi-monthly), Stellenbosch and Rosebank (bi-monthly) for treatment and/or disposal on **prescribed frequencies** (It should be further noted that the collection and transportation of general waste from these sites may be required more or less frequently than the “prescribed frequencies” indicated above);
- Collection and transportation of *food and organic* waste from the colour coded bins in the designated waste areas outside the buildings to the waste sorting area at the Pretoria site **on a daily basis**;
- Collection and transportation of e-waste from the designated waste areas for treatment and/or disposal **as and when required** from Pretoria Scientia campus, Kloppersbos, Paardefontein, Carlow Road and Cottesloe, Durban, Stellenbosch and Rosebank; and
- Provide a comprehensive report that includes volumes of general and hazardous waste disposed in tons per month at each volumes and types of materials recycled and quantity of –e-waste collected and recycled.
- All relevant waste manifests, recycling disposal certificates and other accompanying documents to be provided on a monthly basis. [OBJ]

34.3 WASTE SORTING/SEPARATION

Once the waste has been collected from the designated waste areas to the waste sorting area at the Pretoria Scientia campus, the service provider will be required to sort and/separate all recyclable (such as paper, tin, steel, glass, plastic, etc.) from the general waste stream, and non-recyclable waste materials in the waste sorting area.

34.4 WASTE RECYCLING

The service provider will be required to operate and manage the CSIR recycling programme and provide the following services:

- Provide best practice methods to recycle waste and minimise waste generation and disposal;
- Remove the recyclable and recoverable waste from the waste sorting yard to a dedicated registered recycling facility;
- Provide statistics of the recycled waste and the recovered costs to the CSIR in terms of volume of waste recycled in tons per month; and
- Issue a cost rebate to the CSIR for the recyclable and recoverable waste.

34.5 HAZARDOUS WASTE

- Hazardous waste includes chemical, biological, medical waste, and industrial waste (asbestos).
- Hazardous waste removal will be required on a need to need (ad hoc) basis as and when required by operational activities;
- The service provider will be required to first assess the hazardous waste generated from site and recommend to the CSIR the appropriate action to treat or dispose in line with regulatory requirements;
- The service provider will be responsible for the treatment, removal and disposal of the hazardous chemical substances, oil waste, and hazardous biological agents, etc.
- The service provider will be required to provide disposal certificates after each removal of hazardous waste to the CSIR Contract Manager and Safety, Health and Environmental (SHE) Implementation Specialist for monitoring of the CSIR environmental performance;

- The bidder must also demonstrate how they intend to manage the collection, transportation and disposal/treatment of hazardous non-compactable waste;
- The service provider will also be required to include the statistics of hazardous waste material (e.g. all hazardous waste safely disposed in tons) collected from all CSIR Sites including the clusters/portfolios in their monthly reports.

35 WASTE TREATMENT, REMOVAL, TRANSPORTATION AND/OR DISPOSAL SERVICES

The service provider will be required to ensure timely removal and proper disposal of, but not limited to, the following waste types:

- *General waste*
 - Remove all the non-recyclable and non-recoverable general waste refuse/residues from the various CSIR sites and deposit it at a registered municipal general waste disposal site with a minimum frequency of once a week depending on the site;
 - It should be further noted that the removal of general waste may be required more frequently based on ad-hoc requirements;
 - The bidder must also demonstrate how they intend to manage the collection, transportation and disposal/treatment of general non-compactable waste; and
 - Provide trip sheets and statistics of waste disposal.
At times larger items such as wooden crates, delivery packaging, plastic containers may be required to be disposed
- *Food and organic waste*
 - The service provider will be required to safely dispose of food and organic waste to permitted/applicable waste treatment / municipal disposal facility at most five times a week; covered skip.
 - For CSIR Pretoria campus the food waste collected from the ICC, canteens and Entabeni must be composted either on-site or off-site;
 - It should be further noted that the removal of general waste may be required more frequently than the “times a week” indicated above; and
 - The service provider will be required to provide trip sheets and statistics of waste disposal.

- *Electronic waste (fluorescent tubes, batteries, IT Equipment and consumables)*
 - The service provider will be required to provide the CSIR with procedures for cleaning and disposal of scrapped electronic equipment and electrical waste generated from the CSIR sites;
 - The service provider will be required to provide relevant containers for storing the electrical and electronic waste;
 - The service provider will be required to safely transport the waste to a registered recycling or destruction/disposal facility and provide relevant certificates;
 - The bidder must also demonstrate how they intend to manage the collection, transportation, and disposal/treatment of hazardous non-compactable waste;
 - Waste removal for electrical waste will be required on a need (ad hoc) basis when required by the operation.
 - Ensure that fluorescent tubes are recycled according to the requirements of the National Environmental Management Waste Act of 2008.

The service provider will be required to take cognisance of the following when removing, transporting, treating, and disposing of waste collected from the CSIR premises:

- Ensure the safe and correct disposal of general waste to permitted/registered landfill sites;
- Ensure timely submission of disposal certificates, waste manifests and waste statistics after each removal of hazardous waste/ on monthly basis; and
- Ensure that fluorescent tubes are recycled according to the requirements of the National Environmental Management Waste Act of 2008.

36 ON-SITE WASTE MANAGEMENT (Pretoria Campus Waste Sorting Area)

The service provider will be required to:

- Manage the daily operations at the waste sorting area.
- Identify opportunities for further waste minimisation, re-use and recycling of the different waste streams generated on the CSIR Pretoria site.
- Advise CSIR on best practices on Waste Management on an on-going basis in order to assist CSIR deal with waste management in a sustainable and efficient manner.
- Provide trained personnel on-site - The personnel/ resources would be required to be on-site on a daily basis (Monday to Friday) from 08h00 to 17h00 (where

CSIR Tender Documentation
necessary Ad-hoc times may be required). The personnel will assist with the day-to-day activities of the facility's waste management, as follows:

- Upkeep of the waste sorting facilities' hygiene (degrease floors and walls, mop up and pressure hose area);
- Daily hygiene management of waste containers (daily cleaning, rinsing and sanitizing of waste bins & degreasing of these);
- Ensuring that the waste management areas are at all times free of smell or any pest infestation;
- Bailing/Shredding of office waste paper, cardboard and related materials; and
- Removal of waste bins from designated waste areas to main waste area/yard at within the CSIR.
- Minimum number of staff on-site: 8 permanent staff (4x sorters, 1x driver, 2x assistants) and 1x supervisor

37 REPORTING AND COMMUNICATING

The service provider will be required to:

- Report comprehensively on a monthly basis to the CSIR Contract Manager reflecting statistics on recyclable and non-recyclable waste. In the case where waste has been recycled, the monetary value of the waste should be reflected in the report. Proof of receipt at the recycling site as well as proof of disposal at the general waste site should form part of the report.
- Ensure that they attend CSIR monthly and quarterly Waste Management performance review meetings according to the contractual obligations.

38 SUPPLY OF EQUIPMENT AND CONSUMABLES

- The service provider will be required to provide all of the required waste management equipment and consumables for the rendering of the service including those to be used for ad-hoc services (an inventory list must be submitted for all equipment). It will be the Service Provider/s' responsibility to ensure that all equipment is available, maintained and accounted for on a periodic basis.
- The service provider will be responsible for providing and maintaining all the equipment necessary to render the contracted services effectively and without interruption.

- The cost for providing and maintaining any number of equipment as may be necessary to render the contracted service will be borne by the service provider.
- Storage facilities will be provided by the CSIR, however, the Service Provider/s has the responsibility to keep the storeroom facilities in a clean and tidy condition at all times. The CSIR will conduct regular inspections of the said facilities and non-compliance will have a negative impact on the supplier's performance.

Please refer to the below list for more details in terms of the descriptions, sizes and quantities of the current equipment as a guide.

39 CURRENT EQUIPMENT LIST (INDICATIVE)

Site	Description of current equipment	Quantity
Pretoria (Scientia) Campus	6 cubic meter skip	8
	25 cubic meter skip	1
	6 Ton Truck with side cage based on-site	1
	Bailing machine	1
	Industrial scale	1
	240l wheelie bins (34 red, 97 green, 4 yellow/orange, 16 black, 5 blue)	25
	Food waste composting unit/machine– biobin or equivalent	1
Kloppersbos	240l wheelie bins (colour coded)	5
	6 cubic meter skip	1
Paardefontein	240l wheelie bins (colour coded)	5
	6 cubic meter skip	1
Carlow Road	240l wheelie bins (colour coded)	5
	6 cubic meter skip	1
Cottesloe	240l wheelie bins (colour coded)	5
	6 cubic meter skip	1

Durban	240l wheelie bins (colour coded)	15
	6 cubic meter skip	2

Rosebank	240l wheelie bins (colour coded)	10
	6 cubic meter skip	1

Stellenbosch	240l wheelie bins (colour coded)	25
	6 cubic meter skip	3

40 PERSONNEL AND SITE SUPERVISION

The Service Provider/s will supply CSIR Pretoria Scientia campus with required personnel and the agreed staff complement needed to be maintained throughout the contract duration.

The staff complement should cover all requirements above to ensure the facility is well maintained and job descriptions of team members need to be provided.

The list of staff requirements are listed in the BOQ.

41 SCOPE EXCLUSION

All waste streams not mentioned in the above scope e.g. garden waste, construction waste, etc) **does not form part of the scope** of work.

42 GENERAL HEALTH, SAFETY AND ENVIRONMENT OBLIGATIONS

The service provider will be required to:

- Always ensure compliance with CSIR's environmental, security, health, safety and emergency measures and procedures.
- Compile and provide a Health and Safety File which will include all statutory and management information/documents such as:
 - Occupational Health and Safety (OHS) Policy and Procedures;
 - Operational Environmental Management Plan;
 - Safe works Procedures;
 - Risk Assessments Procedures;
 - Safety data sheets (SDS);

- Insurance documents/details;
 - List of Projected Environmental Aspects and Impacts;
 - Waste Management programme/schedule;
 - Department of Labour documents e.g. COIDA, UIF; and
 - Relevant permits/certificates to transport and dispose of hazardous chemical waste.
- Provide a comprehensive site file.
 - Provide disposal certificates and waste manifests to the CSIR Contract Manager and SHE Implementation Specialist after each removal of hazardous waste.
 - Produce on a regular basis, written proof that only approved landfill sites and accredited recycling operators are used for disposal purposes.
 - Take responsibility for ensuring that its services system is operated in accordance with the hygienic, safety, aesthetic and EMS requirements based on ISO 14001 and the health and safety management system based on ISO 45001 to which CSIR is committed to.
 - Ensure that the service provider's contract manager adheres to all scheduled meetings stipulated by CSIR Contract Manager.
 - Ensure that the service provider's Safety, Health and Environment (SHE) officer visits the site and liaise with CSIR SHE Implementation Specialist should it be requested.
 - Ensure that the service provider's SHE Officer, if invited, participates in the CSIR's SHE Committee meetings according to schedule.

43 COMPLIANCE REQUIREMENTS

- The bidder must have or use a reputable service provider with a valid Waste Accreditation Permit to collect and transport general waste, recyclable waste and hazardous waste issued by the local Municipality or relevant regulatory statutory requirements/authority. The bidder must provide proof of a valid Waste Accreditation Permit and relevant permits relating to waste management.
- The bidder must be registered with the Gauteng, Kwazulu-Natal (KZN) and Western Cape (WC) Waste Information System (GWIS), as a transporter of hazardous waste, to be disposed of / treated at landfill site / waste handling facility authorized to dispose / treat such waste. The bidder must provide proof of registration with GWIS.

- The bidder must use a licensed landfill site / waste handling facility for disposal / treatment of waste generated at CSIR facilities. The bidder must provide proof that the proposed landfill site / waste handling facility is licensed. The bidder must further provide proof of account/ relationship with the proposed landfill / waste handling facility that will be used for the disposal/ treatment of waste generated at CSIR facilities.

44 PERSONNEL

44.1 Identification

- CSIR will issue all of the service provider's staff with personal identification tags at the service provider's cost. It will be the responsibility of the service provider to ensure that all waste management services personnel on site display their identity tags at all times in such a way as to be fully visible. Subject to satisfying the foregoing, staff failing to display their identification tags may be removed from the site.
- The service provider will be required to take responsibility for deactivation of such cards in cases where staff is no longer in the service of the service provider or at the expiry of the contract.

44.2 Access to site

- The service provider will provide CSIR with a list of names of its employees who will be rendering the contracted services at specific premises on the CSIR campuses. Unidentified employees, and employees whose names do not appear on the list, will not be allowed access to the CSIR premises.

44.3 Medical Fitness

- CSIR reserves the right to require that all Service Provider personnel be certified fit for duty.

44.4 Training

- The Service Provider will ensure that its entire staff is adequately trained for the proper fulfilment of their duties in respect of this services specification.

- The service provider will be required to provide an outline of all training and development programmes for staff indicating the following:-
 - Programmes and courses (internal & external);
 - Number of days planned for training per annum for all staff categories (i.e. managers, supervisors, etc.);
 - CSIR recognizes the need for training, both induction and during the course of employment, and expects to derive both benefit and value-for-money from all training undertaken by employees of the service provider engaged in relation to this contract. The service provider shall ensure that the absence from operational duty of staff attending a training course does not affect the satisfactory provision of the specified services and shall provide relief staff to cover the affected areas; and
 - The approach on how to induct and train the employees of any environmental risks which may result from their work and how the risks will be dealt with in order to avoid pollution or the degradation of the environment.

44.4 Uniforms and Personal Protective Equipment (PPE)

- The service provider's staff will be required to wear protective uniforms, headgear (including goggles, visors and masks) and fully covered shoes and/or boots and gloves (appropriate to their tasks and functions) whilst on duty.
- The service provider will supply all PPE, which shall be of good quality and in a style approved by CSIR. All uniforms must bear the name and logo of the service provider.

44.5 Relief staff

- The service provider will provide relief-staff, in the event of labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave provided that CSIR's Contract Manager is given reasonable notice and details of this.
- The service provider will bear all costs related to the provision of relief staff.

44.6 First Aid

- The Service Provider will be responsible for the provision and replenishment of first aid boxes, which shall be under the control of a trained first aid provider.

- In cases of emergency, the supervisor on site shall refer the incident to the on-site clinic to assess the situation or assistance.
- Where possible, CSIR Contract Manager will offer assistance with on-site emergency medical services. If there is a cost involved for the provision of such medical emergencies then the service provider shall bear the costs.

44.7 Contract Management

- The service provider must appoint a contract manager who will act as a point of contact with the CSIR Contract Manager for all services offered and will ensure compliance with the service level agreement.
- Prepare and submit the monthly waste management report comprising of volumes of all waste streams and from CSIR Gauteng sites;
- Attend monthly waste management meetings to assess progress and resolve any service matters.
- Address any service complaints, non-compliance issues, or special requests for services outside of the scope.

45 PERFORMANCE MANAGEMENT

45.1 SUPERVISION

The service provider will:

- At all times during the rendering of the contracted services ensure strict and effective supervision of the work and of its employees.
- At all times respond to the reasonable instructions or requests of the CSIR Contract Manager.
- Furnish CSIR Contract Manager with a monthly plan/schedule, detailing the manner in which all areas on the CSIR Pretoria site and other Gauteng sites needing the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.

45.2 COMPLAINTS REGISTER

- A complaint register, in which complaints in respect of the service have been recorded, will be managed by the CSIR Contract Manager and be made available to the service provider for action.
- The on-site supervisor will be informed of any complaints and to ensure that these receive attention within 24 hours at the most. Complaints that need longer than 48 hours to resolve must be communicated in writing to the CSIR Contract Manager and must include a reason for delay and expected time frame for resolution.

Annexure C

Technical Evaluation Matrix/Rubrics

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

RFP No. 3657/28/10/2024

Technical Evaluation Criteria				
1	Bidder's Waste Management Proposal			70%
	Evaluation criteria	Proof required	Score Allocation	Weighting (%)
	1.1. General Waste Management A detailed proposal indicating lifecycle and management of general waste. Operational Environmental Management Plan (OEMP).		No proposal submitted or only covers 1-2 aspects of the criteria 0 points	15%
			Proposal includes OEMP and addresses the following points <ul style="list-style-type: none"> a detailed proposal indicating how the bidder will effectively manage the collection, transportation and disposal of General Waste to landfill sites. demonstrate how they intend to manage the collection, transportation and disposal/treatment of general non-compactable waste. (furniture, pallets, wooden boxes, etc) outline how ad-hoc and urgent requests will be effectively managed in this regard including the proposed response times from the time the request is logged. 5 points	
			Proposal includes lifecycle and OEMP and addresses all the criteria points <ul style="list-style-type: none"> a detailed proposal indicating how the bidder will effectively manage the collection, transportation and disposal of General Waste to landfill sites. demonstrate how they intend to manage the collection, transportation and disposal/treatment of general non-compactable waste. (furniture, pallets, wooden boxes, etc) outline how ad-hoc and urgent requests will be effectively managed in this regard including the proposed response times from the time the request is logged. provide a detailed Operational Environmental Management Plan (OEMP) of how waste will be managed taking into account the environmental aspects and impacts of the activities. 7 points	

			<p>Proposal includes lifecycle and OEMP, addresses all criteria points and provides additional information/measures to optimize the process</p> <p>a detailed proposal indicating how the bidder will effectively manage the collection, transportation and disposal of General Waste to landfill sites.</p> <p>ddemonstrate how they intend to manage the collection, transportation and disposal/treatment of general non-compactable waste. (furniture, pallets, wooden boxes, etc)</p> <p>outline how ad-hoc and urgent requests will be effectively managed in this regard including the proposed response times from the time the request is logged.</p> <ul style="list-style-type: none"> • provide a detailed Operational Environmental Management Plan (OEMP) of how waste will be managed taking into account the environmental aspects and impacts of the activities. • Identify measures that can be implemented to reduce the quantity of waste going to landfill sites. 	10 points	
	1.2. Waste Recycling Plan	A detailed waste recycling proposal with cost rebates, amongst others.	<p>No proposal submitted or only covers 1-2 aspects of the criteria</p>	0 points	20%
			<p>Detailed proposal submitted but only covers</p> <ul style="list-style-type: none"> • A detailed proposal indicating the effective collection, sorting transportation and processing of recyclable waste. • Include details on the response times, collection times, and cost rebates for the CSIR, etc. • outline a process for the composting of food waste collected from the CSIR food preparation areas and for this to be composted at the on-site composting area. All relevant equipment required for this process must be listed and costed for accordingly. 	5 points	

			<p>Detailed proposal submitted and covers</p> <ul style="list-style-type: none"> • A detailed proposal indicating the effective collection, sorting transportation and processing of recyclable waste. • Include details on the response times, collection times, and cost rebates for the CSIR, etc. • outline a process for the composting of food waste collected from the CSIR food preparation areas and for this to be composted at the on-site composting area. All relevant equipment required for this process must be listed and costed for accordingly. • Provide details on due diligence measures to ensure the recycling partners are registered/ have permits to conduct the various recycling activities • Describe how monthly waste recycling figures will be collated and reported on (manual, on-line system, etc) 	7 points					
			<p>Detailed proposal submitted, covers all criteria</p> <ul style="list-style-type: none"> • A detailed proposal indicating the effective collection, sorting transportation and processing of recyclable waste. • Include details on the response times, collection times, and cost rebates for the CSIR, etc. • outline a process for the composting of food waste collected from the CSIR food preparation areas and for this to be composted at the on-site composting area. All relevant equipment required for this process must be listed and costed for accordingly. • Provide details on due diligence measures to ensure the recycling partners are registered/ have permits to conduct the various recycling activities • Describe how monthly waste recycling figures will be collated and reported on (manual, on-line system, etc) • Provide guidance on best practice waste recycling initiatives/identify waste streams that can be re-used/repurposed 	10 points					
	<p>1.3. Hazardous Waste Management</p>	<p>A detailed hazardous waste management (HWM) proposal</p>	<table border="1"> <tr> <td data-bbox="674 1257 1669 1299">No proposal submitted or only covers 1-2 aspects of the criteria</td> <td data-bbox="1669 1257 1802 1299">0 points</td> </tr> <tr> <td data-bbox="674 1299 1669 1426"> <p>Detailed proposal submitted but only covers only</p> <ul style="list-style-type: none"> • a detailed proposal indicating the collection, transportation and processing of hazardous waste (biological, medical, chemical, electronic, fluorescent tubes/lamps, etc.). </td> <td data-bbox="1669 1299 1802 1426">5 points</td> </tr> </table>	No proposal submitted or only covers 1-2 aspects of the criteria	0 points	<p>Detailed proposal submitted but only covers only</p> <ul style="list-style-type: none"> • a detailed proposal indicating the collection, transportation and processing of hazardous waste (biological, medical, chemical, electronic, fluorescent tubes/lamps, etc.). 	5 points		15%
No proposal submitted or only covers 1-2 aspects of the criteria	0 points								
<p>Detailed proposal submitted but only covers only</p> <ul style="list-style-type: none"> • a detailed proposal indicating the collection, transportation and processing of hazardous waste (biological, medical, chemical, electronic, fluorescent tubes/lamps, etc.). 	5 points								

		<p>Copies of relevant Permits / Certificates to transport and dispose of hazardous waste.</p>	<ul style="list-style-type: none"> • Explain the quote process, the response times, collection times, managing compliance requirements, etc. • outline how they intend to manage the containment of a spillage/ pollution incident to prevent any possible escapes of contamination to nearby surroundings during loading of the hazardous waste containers/receptacles. 		
			<p>Detailed proposal submitted and covered below criteria points</p> <ul style="list-style-type: none"> • a detailed proposal indicating the collection, transportation and processing of hazardous waste (biological, medical, chemical, electronic, fluorescent tubes/lamps, etc.). • Explain the quote process, the response times, collection times, managing compliance requirements, etc. • outline how they intend to manage the containment of a spillage/ pollution incident to prevent any possible escapes of contamination to nearby surroundings during loading of the hazardous waste containers/receptacles. • Provide details on the relevant permits/certificates to transport and dispose of hazardous waste. 	7 points	
			<p>Detailed proposal submitted, covers all criteria points and provides additional information/measures to optimize the process</p> <ul style="list-style-type: none"> • a detailed proposal indicating the collection, transportation and processing of hazardous waste (biological, medical, chemical, electronic, fluorescent tubes/lamps, etc.). • Explain the quote process, the response times, collection times, managing compliance requirements, etc. • outline how they intend to manage the containment of a spillage/ pollution incident to prevent any possible escapes of contamination to nearby surroundings during loading of the hazardous waste containers/receptacles. • outline how they intend to manage the containment of a spillage/ pollution incident to prevent any possible escapes of contamination to nearby surroundings during loading of the hazardous waste containers/receptacles. • Indicate which hazardous waste disposal facilities the bidder is contracted to. 	10 points	
<p>1.4. Electronic Waste</p>		<p>A detailed hazardous waste</p>	<p>No proposal submitted or only covers 1-2 aspects of the criteria</p>	0 points	10%

	Management (e-Waste)	management (HWM) proposal Permits / Certificates to transport and dispose of hazardous chemical waste.	<p>Detailed proposal submitted but only covers</p> <ul style="list-style-type: none"> Indicate the process of inspection, collection, transportation and processing of various types of electronic waste. Indicate the relevant permits/certificates to transport and dispose of e-waste that is required. Provide details on due diligence measures to ensure the recycling partners are registered/ have permits to conduct the various recycling activities 	5 points	
			<p>Detailed proposal submitted and covers below criteria</p> <ul style="list-style-type: none"> Indicate the process of inspection, collection, transportation and processing of various types of electronic waste. Indicate the relevant permits/certificates to transport and dispose of e-waste that is required. Provide details on due diligence measures to ensure the recycling partners are registered/ have permits to conduct the various recycling activities Describe how e-waste recycling figures will be collated and reported on (manual, on-line system, etc) 	7 points	
			<p>Detailed proposal submitted, covers all criteria points and provides additional information/measures to optimize the process</p> <ul style="list-style-type: none"> Indicate the process of inspection, collection, transportation and processing of various types of electronic waste. Indicate the relevant permits/certificates to transport and dispose of e-waste that is required. Provide details on due diligence measures to ensure the recycling partners are registered/ have permits to conduct the various recycling activities Describe how e-waste recycling figures will be collated and reported on (manual, on-line system, etc) Provide details on how e-waste rebates will be reported on and processed for applicable items 	10 points	

	<p>1.5. On-site Management and reporting</p>	<p>A detailed proposal for managing day-to-day activities at the CSIR Pretoria Campus waste sorting area</p> <p>Details of monthly report and sample copy .</p>	<table border="1"> <tr> <td data-bbox="676 199 1671 240">No proposal or sample report attached</td> <td data-bbox="1671 199 1804 240">0 points</td> </tr> <tr> <td data-bbox="676 240 1671 427"> <p>Detailed proposal attached but covers 1 criteria point and no sample report</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally </td> <td data-bbox="1671 240 1804 427">5 points</td> </tr> <tr> <td data-bbox="676 427 1671 667"> <p>Detailed proposal and sample report submitted, covers 2 criteria points</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. </td> <td data-bbox="1671 427 1804 667">7 points</td> </tr> <tr> <td data-bbox="676 667 1671 1067"> <p>Detailed proposal and sample report submitted, covers all criteria points and provides additional information/measures to optimize the process</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. provide details on the monthly reports that will be provided – include statistics on recyclable and non-recyclable waste on monthly basis. The bidder must provide a sample/ template of such a report. </td> <td data-bbox="1671 667 1804 1067">10 points</td> </tr> </table>	No proposal or sample report attached	0 points	<p>Detailed proposal attached but covers 1 criteria point and no sample report</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally 	5 points	<p>Detailed proposal and sample report submitted, covers 2 criteria points</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. 	7 points	<p>Detailed proposal and sample report submitted, covers all criteria points and provides additional information/measures to optimize the process</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. provide details on the monthly reports that will be provided – include statistics on recyclable and non-recyclable waste on monthly basis. The bidder must provide a sample/ template of such a report. 	10 points	5%
No proposal or sample report attached	0 points											
<p>Detailed proposal attached but covers 1 criteria point and no sample report</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally 	5 points											
<p>Detailed proposal and sample report submitted, covers 2 criteria points</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. 	7 points											
<p>Detailed proposal and sample report submitted, covers all criteria points and provides additional information/measures to optimize the process</p> <ul style="list-style-type: none"> Indicate how the CSIR Pretoria campus waste sorting area will be managed on a day-to-day basis. Include details on staff, equipment, processes that will be followed to run the sorting area optimally Highlight the daily collection service plan/ schedule, waste sorting methods, cleaning plan for waste areas, process for logging of waste collection/ removal requests etc. provide details on the monthly reports that will be provided – include statistics on recyclable and non-recyclable waste on monthly basis. The bidder must provide a sample/ template of such a report. 	10 points											

	<p>1.6. Capacity/equipment and consumables</p>	<p>Detailed Capacity or resource plan indicating proposed equipment/ to render waste management services</p> <p>List of consumables to be used.</p> <p>List of equipment to be used.</p>	<table border="1"> <tr> <td data-bbox="676 199 1671 240">No proposal submitted</td> <td data-bbox="1671 199 1802 240">0 points</td> </tr> <tr> <td data-bbox="676 240 1671 355"> Detailed proposal attached but covers 1 criteria point indicating equipment or consumable lists <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. </td> <td data-bbox="1671 240 1802 355">5 points</td> </tr> <tr> <td data-bbox="676 355 1671 603"> Detailed proposal attached and covered 2 criteria points. Equipment and consumable lists submitted <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. details of the trucks owned by the bidder i.e. types of trucks, quantity of trucks, proof of ownership. A copy of lease/ rental agreement for trucks if not owned by the bidder. The agreement should clearly indicate the types of trucks and load quantities. </td> <td data-bbox="1671 355 1802 603">7 points</td> </tr> <tr> <td data-bbox="676 603 1671 906"> Detailed proposal attached and covered all criteria points, equipment and consumable lists attached and provides additional information/measures to optimize the process <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. details of the trucks owned by the bidder i.e. types of trucks, quantity of trucks, proof of ownership. A copy of lease/ rental agreement for trucks if not owned by the bidder. The agreement should clearly indicate the types of trucks and load quantities. proposed consumables that will be used for bin cleaning, bin liners, etc </td> <td data-bbox="1671 603 1802 906">10 points</td> </tr> </table>	No proposal submitted	0 points	Detailed proposal attached but covers 1 criteria point indicating equipment or consumable lists <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. 	5 points	Detailed proposal attached and covered 2 criteria points. Equipment and consumable lists submitted <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. details of the trucks owned by the bidder i.e. types of trucks, quantity of trucks, proof of ownership. A copy of lease/ rental agreement for trucks if not owned by the bidder. The agreement should clearly indicate the types of trucks and load quantities. 	7 points	Detailed proposal attached and covered all criteria points, equipment and consumable lists attached and provides additional information/measures to optimize the process <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. details of the trucks owned by the bidder i.e. types of trucks, quantity of trucks, proof of ownership. A copy of lease/ rental agreement for trucks if not owned by the bidder. The agreement should clearly indicate the types of trucks and load quantities. proposed consumables that will be used for bin cleaning, bin liners, etc 	10 points	5%
No proposal submitted	0 points											
Detailed proposal attached but covers 1 criteria point indicating equipment or consumable lists <ul style="list-style-type: none"> state the proposed equipment to be utilised in carrying the service. Indicate owned or leased equipment. 	5 points											
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2	Bidder's Experience and the Contract Management		30%									
	Evaluation criteria	Proof required	Score Allocation	Weighting (%)								
	2.1 Bidder and Contract Manager's Experience:	Documented company profile, a CV of the Contract Manager including copies of qualifications in Waste or Environmental Management	<table border="1"> <tr> <td data-bbox="676 1107 1671 1149">No cv, qualifications, project list, organograms submitted</td> <td data-bbox="1671 1107 1802 1149">0 points</td> </tr> <tr> <td data-bbox="676 1149 1671 1396"> CV, qualifications, project list and organogram submitted but addresses criteria below <ul style="list-style-type: none"> demonstrate the company's relevant experience in providing similar waste management services to commercial / corporate establishments. include a list of previous and/or current projects in the past five (5) years, inclusive of company name, scope of work, project value, period and contactable reference name and number. </td> <td data-bbox="1671 1149 1802 1396">5 points</td> </tr> <tr> <td data-bbox="676 1396 1671 1439">CV, qualifications, project list and organogram submitted, and below criteria points addressed</td> <td data-bbox="1671 1396 1802 1439">7 points</td> </tr> </table>	No cv, qualifications, project list, organograms submitted	0 points	CV, qualifications, project list and organogram submitted but addresses criteria below <ul style="list-style-type: none"> demonstrate the company's relevant experience in providing similar waste management services to commercial / corporate establishments. include a list of previous and/or current projects in the past five (5) years, inclusive of company name, scope of work, project value, period and contactable reference name and number. 	5 points	CV, qualifications, project list and organogram submitted, and below criteria points addressed	7 points	20%		
No cv, qualifications, project list, organograms submitted	0 points											
CV, qualifications, project list and organogram submitted but addresses criteria below <ul style="list-style-type: none"> demonstrate the company's relevant experience in providing similar waste management services to commercial / corporate establishments. include a list of previous and/or current projects in the past five (5) years, inclusive of company name, scope of work, project value, period and contactable reference name and number. 	5 points											
CV, qualifications, project list and organogram submitted, and below criteria points addressed	7 points											

		<p>List of previous/current projects in the past five (5) years with contact details</p> <p>Relevant organograms provided</p>	<ul style="list-style-type: none"> demonstrate the company's relevant experience in providing similar waste management services to commercial / corporate establishments. include a list of previous and/or current projects in the past five (5) years, inclusive of company name, scope of work, project value, period and contactable reference name and number. The bidder must submit a detailed CV of the Contract Manager to be assigned to the CSIR, which must include a minimum of 5 years' experience in waste management and submit copies of qualification/s in the Waste / Environmental Management. 										
	<p>2.2 SHE Responsibility and Standards</p>	<p>A written and approved SHE plan/Company policy statement.</p> <p>Proof of certification to one or more ISO standards</p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> a summary of the company approach to Safety, Health and Environmental practices. Include details on how SHE risk is assessed and what mitigating measures are taken to address. A copy of the company SHE Policy statement will also suffice. proof of certification to the ISO 14001 standard and Certification to one or more of the ISO 45001 and 9001 standards will be granted additional points. <table border="1" data-bbox="678 1118 1663 1294"> <tr> <td>No submission of SHE plan or SHE policy statement attached</td> <td>0 points</td> </tr> <tr> <td>Submission of SHE plan/policy statement but no ISO certifications</td> <td>5 points</td> </tr> <tr> <td>Submission of SHE plan/policy statement attached, and ISO 14001 certification provided</td> <td>7 points</td> </tr> <tr> <td>Submission of SHE Plan/policy statement addresses all criteria points, and 2 or more ISO certifications provided</td> <td>10 points</td> </tr> </table>	No submission of SHE plan or SHE policy statement attached	0 points	Submission of SHE plan/policy statement but no ISO certifications	5 points	Submission of SHE plan/policy statement attached, and ISO 14001 certification provided	7 points	Submission of SHE Plan/policy statement addresses all criteria points, and 2 or more ISO certifications provided	10 points	<p>10 points</p>	<p>10%</p>
No submission of SHE plan or SHE policy statement attached	0 points												
Submission of SHE plan/policy statement but no ISO certifications	5 points												
Submission of SHE plan/policy statement attached, and ISO 14001 certification provided	7 points												
Submission of SHE Plan/policy statement addresses all criteria points, and 2 or more ISO certifications provided	10 points												
Total					100%								

**ANNEXURE C -1
Project/Reference List**

The bidder must provide details of the bidder's references for projects completed from 2019 - 2024.

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature Of Contract/Description of Goods/Services	Contract Value of Services / Work (Inclusive of Vat)	Duration of the Contract

Annexure D – Pricing Schedule (Excel Spreadsheet BOQ attached)

PRICING SCHEDULE – CSIR Kloppersbos site- Monthly Services -Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION	WASTE MANAGEMENT SERVICES			
	REFERENCE NUMBER	RFP 3657/28/10/2024			
	CONTRACT PERIOD	60 MONTHS			
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Kloppersbos site- Monthly Services	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for Kloppersbos sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Pretoria Campus -Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION		WASTE MANAGEMENT SERVICES		
	REFERENCE NUMBER		RFP 3657/28/10/2024		
	CONTRACT PERIOD		60 MONTHS		
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Pretoria (Scientia) Campus	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for Pretoria sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Paardefontein -Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION		WASTE MANAGEMENT SERVICES		
	REFERENCE NUMBER		RFP 3657/28/10/2024		
	CONTRACT PERIOD		60 MONTHS		
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Paardefontein	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Paardefontein sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Cottlesloe - Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION		WASTE MANAGEMENT SERVICES		
	REFERENCE NUMBER		RFP 3657/28/10/2024		
	CONTRACT PERIOD		60 MONTHS		
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Cottlesloe	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Cottlesloe sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Carlow Road - Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION		WASTE MANAGEMENT SERVICES		
	REFERENCE NUMBER		RFP 3657/28/10/2024		
	CONTRACT PERIOD		60 MONTHS		
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Carlow Road	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Carlow Road sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Durban site - Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION		WASTE MANAGEMENT SERVICES		
	REFERENCE NUMBER		RFP 3657/28/10/2024		
	CONTRACT PERIOD		60 MONTHS		
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Durban site	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Durban site sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Stellenbosch - Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION	WASTE MANAGEMENT SERVICES			
	REFERENCE NUMBER	RFP 3657/28/10/2024			
	CONTRACT PERIOD	60 MONTHS			
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Stellenbosch	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Stellenbosch sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

PRICING SCHEDULE – CSIR Rosebank - Cape Town - Please complete a pricing schedule for each site as per the specified requirements on the BOQ

TENDER DETAILS	TENDER DESCRIPTION	WASTE MANAGEMENT SERVICES			
	REFERENCE NUMBER	RFP 3657/28/10/2024			
	CONTRACT PERIOD	60 MONTHS			
	COMPANY (BIDDER'S) NAME				
Description		Monthly Service Fee (VAT Excl.)	Yearly Service Sub-total (VAT Excl.)	Yearly VAT (Where applicable)	Annual Fee (VAT Incl.)
Waste Management Service for CSIR Rosebank - Cape Town	Year 1				
	Year 2				
	Year 3				
	Year 4				
	Year 5				
5-Year Total					

Note: The monthly service fee including a cost breakdown for CSIR Rosebank - Cape Town sites must be comprehensive and cover labour costs, equipment and all resources required to render the required services as specified in pricing schedule of this tender document.

Annexure E

Proposal Form and List of Returnable Documents

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

RFP No. 3657/28/10/2024

I/We _____

[name of entity, company, close corporation or partnership] of [full address]

carrying on business trading/operating as

represented by _____ in my capacity
as

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in writing of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

VALIDITY PERIOD

CSIR requires a validity period of 120 [One Hundred and Twenty calendar Days from closing date] against this RFP.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

1. Registration number of company / C.C.

2. Registered name of company / C.C.

3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

a) Mandatory Returnable Documents

Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Bidder must submit proof of valid Waste Accreditation Permits;	
Bidder must submit proof of valid Municipal general and hazardous waste transporter permits; e.g. GWIS (Gauteng), Western Cape and KwaZulu Natal	
Bidder must submit proof of registration with the relevant Provincial Waste Information System e.g. GWIS (Gauteng), Western Cape and KwaZulu Natal	
Bidder must submit proof of valid Hazardous waste transporter permits/ certificate for each provincial area. In case of JV/sub-contractor bidder must submit the relevant permits in their name	
In the case of Joint Ventures, bidder must submit a copy of the signed Joint Venture Agreement. The other party must meet all the required legal requirements (certificates, permits, Provincial registrations, etc)	
In the case of subcontracting arrangements, bidder must submit a copy of the signed subcontracting agreement. The sub-contract party must meet all the required legal requirements (certificates, permits, Provincial registrations, etc)	
Bidder must submit Evidence of Footprint in all CSIR regions (Letter of confirmation)	
Bidder must submit proof of valid Recycling Certificate/recycling partner certificates.	
A valid letter of good standing relevant to the scope of work from the Department of Employment & Labour (COIDA) or any approved private insurance firm.	

b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED
Annexure D: Bill of Quantities	
<p>Annexure G: Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points)</p> <ul style="list-style-type: none"> • Valid copy of BBEE certificate/ sworn affidavit <ul style="list-style-type: none"> ✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>. ✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates. <p>NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u>, the joint venture scorecard will also be invalid.</p>	
Minimum of 3 Reference letters from clients for similar projects conducted/on-going in the past five years	
CV of contract manager	
Valid ISO Standard certificates	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

<u>OTHER</u> ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure A: Standard Bidding Document (SBD) 1 Form	

<p>Annexure E: Proposal Form and List of Returnable documents includes the following:</p> <ul style="list-style-type: none"> • A detailed proposal indicating lifecycle and management of general waste. • Operational Environmental Management Plan (OEMP). • A detailed waste recycling proposal with cost rebates, amongst others. • A detailed hazardous waste management (HWM) proposal • Copies of relevant Permits / Certificates to transport and dispose of hazardous waste • Permits / Certificates to transport and dispose of hazardous chemical waste. • A detailed proposal for managing day-to-day activities at the CSIR Pretoria Campus waste sorting area • Details of monthly report and sample copy • Detailed Capacity or resource plan indicating proposed equipment/ to render waste management services • List of consumables to be used. • List of equipment to be used. 	
<p>Annexure F: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents</p>	
<p>Annexure H: Standard Bidding Document (SBD) 4 Form</p>	
<p>Annexure I: RFP Declaration and Breach of Law Form</p>	
<p>Annexure J: Mutual Non-Disclosure Agreement</p>	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure F

Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

RFP No. 3657/28/10/2024

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this ____ day of _____ 20____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure G

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years

RFP No. 3657/28/10/2024

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 The 80/20 preference points systems

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Ownership	10
Reconstruction and Development Programme (RDP) Goals ¹ (QSE)	10
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1. Preferential points for black ownership will be awarded as follows:

Black Ownership	% of Preferential points
Bidder with 100% black ownership	100%
Bidder with 51% to 99% black ownership	50%
Bidder with less than 51% black ownership	0%

3.3.1.2. Preferential points for RPD Goals will be awarded as follows:

¹ RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs, c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered, h. The promotion of enterprises located in rural areas, i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

RDP Goals	% of Preferential points
RDP Goals met	100%
RDP Goals not met	0%

3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture² will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender documents that such a bidder intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. BID DECLARATION

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.

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes	No
Valid copy of BBEE certificate/ sworn affidavit to claim Black Ownership, Black Woman Ownership, Black Youth Ownership, Disability Ownership and RDP (EMEs and QSEs) preference points ³	√	√

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we 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 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—

³ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number. In case of sub-contracting both parties must submit copies of their valid BBEE certificates

- (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
- (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

Annexure H

Standard Bidding Document (SBD) 4

RFP No. 3657/28/10/2024

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 interest⁴ 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

⁴ 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.

2.2 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:

.....
.....

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 consortium⁵ 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

⁵ 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.

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

Annexure I

DECLARATION BY BIDDER AND BREACH OF LAW FORM

The provision of general and hazardous waste management services for all CSIR Sites for a period of five (5) years
RFP No. 3657/28/10/2024

NAME OF ENTITY:

We _____ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [RFP];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
8. If such a relationship as indicated in paragraph 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]

9. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
10. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
11. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

BREACH OF LAW

12. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____
20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC

Annexure J

Mutual Non-Disclosure Agreement

RFP No. 3657/28/10/2024

MUTUAL NON-DISCLOSURE AGREEMENT

1. Preamble

The Parties as identified herein are engaged in discussions relating to their potential collaboration in the Field as likewise described therein; are by virtue thereof are required to disclose Confidential Information to one another, and have agreed to do so subject to the terms and conditions as set out in this agreement.

2. Definitions

2.1. The following words and/or phrases, when used in this agreement, shall have the following meanings:

- 2.1.1. "Confidential Information" shall mean all scientific, technical, business, financial, past, present or future research, development, business activities, products, services and technical knowledge or marketing information, whether inside or outside the Field, which one party (the "Disclosing Party") discloses to the other party (the "Receiving Party") in connection with the discussions, and either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the Receiving Party that it constitutes Confidential Information. (Without limiting the generality of the foregoing, "Confidential Information" shall include any information that falls within the definition of 'Personal Information')
- 2.1.2. "Disclosing Party" shall mean the Party disclosing Confidential Information under this agreement;
- 2.1.3. "Disclosing Purpose" shall mean, as pertains to any particular joint opportunity(ies) in the Field, the discussions held or to be held between the Parties regarding their possible collaboration and future working relationship with regards to any such opportunity(ies);
- 2.1.4. "Effective Date" shall mean the date of the commencement of this agreement which would be a bid award date";
- 2.1.5. "Notice" shall mean a written document addressed by one Party to the other and either delivered by hand; sent per registered post or telefaxed to the addresses as indicated herein";
- 2.1.6. "Personal Information" means any information that falls within the definition of 'Personal Information' as defined in the Protection of Personal Information Act, No 4 of 2013 ("POPI");
- 2.1.7. "Receiving Party" shall mean the Party receiving Confidential Information under this agreement;

"Responsible Party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information, as defined in POPI.

3. Obligation of Confidentiality

3.1. The Receiving Party undertakes and agrees:

- 3.1.1. to use the Disclosing Party's Confidential Information only to give effect to the Disclosing Purpose;
- 3.1.2. to hold in strict confidence and not to publish or disclose to any unauthorised third parties any of the Confidential Information of the Disclosing Party without the prior written consent of the Disclosing Party;
- 3.1.3. to use the same degree of care (and in any event not less than reasonable care) to safeguard the confidentiality of the Disclosing Party's Confidential Information that it uses to protect its own information of like kind;
- 3.1.4. to limit any disclosure of such Confidential Information only to those of its employees and professional advisors who have a specific need -to- know to access such Confidential Information and either entered into a written agreement which impose, or are otherwise bound by the same restrictions as those imposed upon it by virtue of this agreement;
- 3.1.5. not to disclose or reveal to any third party, whomsoever, either the fact that discussions or negotiations are taking, or have taken, place between the Parties; the content of any such discussions, or other facts relating to the Disclosing Purpose;
- 3.1.6. on termination of this agreement, to act with the Disclosing Party's Confidential Information in accordance with a Notice delivered to it by the Disclosing Party, and if no such Notice is delivered to the Recipient, to destroy the Disclosing Party's Confidential Information in a similar manner to which it would destroy its own Confidential Information.

4. Protection of Personal Information

4.1. The Party(ies) undertake(s) to:-

- 4.1.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
- 4.1.2. treat all Personal Information strictly as defined within the parameters of POPI;
- 4.1.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, any lawful and

reasonable written instructions received from the applicable Responsible Party and as permitted by law;

- 4.1.4. process Personal Information in compliance with the requirements of all applicable laws;
 - 4.1.5. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
 - 4.1.6. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding transborder information flows; and
 - 4.1.7. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of this Agreement or in fulfilment of any other lawful requirement.
- 4.2. The Party(ies) undertake(s) to ensure that all reasonable measures are taken to:
- 4.2.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
 - 4.2.2. establish and maintain appropriate security safeguards against the identified risks;
 - 4.2.3. regularly verify that the security safeguards are effectively implemented;
 - 4.2.4. ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
 - 4.2.5. provide immediate notification to the Responsible Party if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Responsible Party where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
 - 4.2.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Responsible Party with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
 - 4.2.7. provide immediate notification to the Responsible Party where either party has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
 - 4.2.8. provide the Responsible Party, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose in terms of this Agreement and any applicable law; and

- 4.2.9. notify the CSIR, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the CSIR.
- 4.3. The CSIR reserves the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the contracting Party to ensure compliance with the provisions of clause 4.
- 4.4. The provisions of clause 4 shall survive the termination of this Agreement, regardless of cause, in perpetuity.

5. Exclusions

- 5.1. The Receiving Party recognises that this agreement is not intended to restrict use or disclosure of any portion of the Disclosing Party's Confidential Information which:
- 5.1.1. is as at the Effective Date, or later, made known to the public or otherwise enters the public domain through no default by the Receiving Party of its obligations under this Agreement;
 - 5.1.2. it can show was in its possession prior to the earliest disclosure by the Disclosing Party, as evidenced by written documents in its files;
 - 5.1.3. is rightfully received by it from a third party having no obligation of confidentiality to the Disclosing Party;
 - 5.1.4. is independently developed by the Receiving Party by a person(s) who did not have access to the Confidential Information of the Disclosing Party;
 - 5.1.5. is disclosed by the Receiving Party after receipt of written permission from the Disclosing Party; or
 - 5.1.6. it is requested or required by subpoena, court order, or similar process to disclose, provided that, in such an event, it will provide the Disclosing Party with prompt written notice of such request(s) so that the latter may seek an appropriate protective order and/or waive the Receiving Party's compliance with the provisions of this agreement.

6. Ownership and Provision of Information

- 6.1. The Disclosing Party shall retain ownership of all its Confidential Information as disclosed hereunder.
- 6.2. Nothing contained in this agreement or in any disclosures made hereunder shall create or imply, or be construed as to grant to the Receiving Party any license or other rights in or to the Confidential Information and/or any intellectual property rights attached thereto, or act as a waiver of any rights that the Disclosing Party may have to prevent infringement or misappropriation of any patents, patent applications, trademarks, copyright, trade secrets, know-how or other intellectual property

rights owned or controlled by the Disclosing Party as at the Effective Date.

- 6.3. The Disclosing Party provides the Confidential Information "as is" and accordingly no disclosure thereof by it hereunder shall constitute any representation, warranty, assurance, guarantee or inducement by such Disclosing Party with respect to infringement of patents or other rights of third parties, nor is any warranty or representation as to the accuracy, completeness, or technical or scientific quality of any of the Disclosing Party's Confidential Information provided hereunder. (For the avoidance of doubt it is stated expressly that the Disclosing Party neither makes, nor have made, any representation or warranty as to the merchantability or fitness for a particular purpose of any Confidential Information disclosed hereunder).

7. Term of Obligation

- 7.1. The Parties' obligations concerning non-disclosure of Confidential Information contained in the above clauses shall commence on the Effective Date and shall continue for five (5) years from the date of each disclosure, unless otherwise agreed between the parties in writing, where after such obligations shall forthwith terminate.

8. No Violation

- 8.1. Each party represents that its compliance with the provisions of this agreement will not violate any duty which such party may have towards any third party, including obligations concerning the provision of services to others, confidentiality of information and assignment of inventions, ideas, patents or copyright.

9. Breach

- 9.1. It is acknowledged that the breach of this agreement by the Receiving Party would cause the Disclosing Party irreparable injury not compensable in monetary damages alone. Accordingly, in the event of a breach, or a threat of a breach, the Disclosing Party, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this agreement or prevent, cure or reduce the adverse effects of the breach.

10. DOMICILIUM CITANDI ET EXECUTANDI

- 10.1. The Parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of, and in connection with this agreement, the physical addresses and contact details stated herein.

11. Notices

- 11.1 Any Notice to be given hereunder shall be given in writing and may be given either personally or may be sent by post or facsimile and addressed to the relevant party at its *domicilium citandi et executandi* address as chosen herein. Any notice given by post shall be deemed to have been served on the expiry of 7 (seven) working days after same is posted by recorded delivery post or air mail. Any notice delivered personally or sent by facsimile shall be deemed to have been served at the time of delivery or sending.

12. Governing Law and Jurisdiction

- 12.1. This agreement will be governed and construed by the laws of the Republic of South Africa and the Parties hereby submit to the exclusive jurisdiction of the South African courts to hear any dispute arising therefrom which the Parties are unable to settle amicably.

13. General

- 13.1. This agreement comprises the entire agreement between the parties concerning the subject matter and supersedes all prior oral and written agreements between them.
- 13.2. No waiver, alteration or cancellation of any of the provisions of the Agreement shall be binding unless made in writing and signed by the party to be bound.
- 13.3. The parties hereby warrant that the officials signing this agreement have the power to do so on behalf of the parties.
- 13.4. No public announcement, such as a media release, or disclosure beyond those disclosures authorised for Confidential Information hereunder may be made by either party concerning this agreement without the prior written approval of the other party.
- 13.5. Neither party is, by virtue of this agreement, authorised to use the name, logo(s) or trademarks of the other in connection with any advertising, publicity, marketing or promotional materials or activities, or for any other purpose whatsoever, without the prior written consent of the other party. For purposes of this clause, it is also recognised that, under the provisions of section 15 (1) of the Merchandise Marks Act, Act No 17 of 1941 of the Republic of South Africa, the use of the abbreviation of the name of the Council for Scientific and Industrial Research, "WNNR" and CSIR, is prohibited in connection with any trade, business, profession or occupation or in connection with a trade mark, mark or trade description applied to goods, other than with the consent of the CSIR.
- 13.6. Both Parties shall remain free to use, in the normal course of its business, its general knowledge, skills and experience incurred before, during or after the discussions envisaged

hereunder. (To this end, it is also recorded that nothing in this Agreement shall be construed as constituting an exclusive arrangement between the parties and both Parties shall remain free to explore market opportunities in the Field, unless otherwise agreed to in writing in a subsequent agreement.)

ANNEXURE J: MUTUAL NDA

14. Parties to the NDA

THE CSIR, a statutory council, duly established under Act 46 of 1988,

and

The Bidder (Name).....

Company registration number:....., with limited liability duly incorporated under the applicable laws of the Republic of South Africa herein represented by in his/her capacity as and he/she being duly authorised thereto.

15. Contact Details for Purposes of Clause 10:

15.1. The CSIR

Physical Address:

Meiring Naude Road
Brummeria
Pretoria
0002

Postal Address:

PO BOX 395
Pretoria
0001

Email: Tender@csir.co.za

The Bidder (Name).....

Physical Address:

Postal Address:

Email:

16. Signature (Bidder):

SIGNED ON THIS THE.....DAY OF.....AT.....

IN THE PRESENCE OF THE FOLLOWING WITNESSES:

1.

2.

ANNEXURE "K": SLA PERFORMANCE MEASUREMENT SCORECARD

Key Result Area	Key Performance Objective / Indicator	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Measuring Tools of Performance	Musenga Score	CSIR Score	Final Score
General Waste Management	1. Manage the collection, transportation and disposal of general waste to landfill sites	<p>General waste is not collected more than a week after the schedule from point of source of waste generation.</p> <p>General waste safely transported and disposed of to the authorised landfill sites once a week.</p> <p>More than half of waste bins are not labelled and colour coded.</p> <p>Equipment including trucks are not in place to transport general waste.</p> <p>Ad hoc and urgent requests attended to after more than a week including non-compactable waste.</p>	<p>General waste is not collected according to schedule from point of source of waste generation.</p> <p>Half of waste bins are not labelled and colour coded.</p> <p>Equipment including trucks in place but not licensed to transport general waste.</p> <p>Ad hoc and urgent requests attended to once a week including non-compactable waste.</p>	<p>General waste is collected according to schedule from point of source of waste generation.</p> <p>Less than 5% of waste bins are not labelled and colour coded.</p> <p>Equipment including trucks in place and licensed but not working to transport general waste.</p> <p>Ad hoc and urgent requests attended to twice a week including non-compactable waste.</p>	<p>General waste is collected daily from point of source of waste generation.</p> <p>All waste bins are labelled, and colour coded.</p> <p>All staff adhered to general waste management processes.</p> <p>Equipment including trucks are in place, licensed and functional to transport general waste.</p> <p>General waste is safely transported and disposed of to landfill twice a week.</p> <p>Ad hoc and urgent requests attended to on a daily basis including non-compactable waste.</p>	<p>At least one compliment received on general waste management services</p> <p>Innovative solutions to improve the general waste management practices at all CSIR Gauteng sites implemented.</p> <p>Business continuity plan in place to prevent equipment downtime or failures and staff shortages.</p>	<p>Waste Management Plan including Daily/weekly/monthly Route Plan and Work/ Service Schedule</p> <p>General Waste Permits and Manifests (valid)</p> <p>Monthly General Waste Report and Statistics</p> <p>Equipment List including Trucks, Skip Loaders, etc.</p> <p>Zero Major Findings on General Waste Environmental Management Plan</p> <p>CSIR Inspection Report on General Waste</p> <p>General Waste Handling Procedure</p>			
Comments:										
Waste Recycling	2. Manage the collection, separation, weighing,	Recyclable waste is collected, weighed,	Recyclable waste is	Recyclable waste is	Recyclable waste is collected,	A marked increase in	Waste Recycling Plan including Daily			

	<p>transportation and processing of recyclable waste.</p>	<p>safely transported, and processed once a week.</p> <p>All staff not following established processes for collection, weighing, transportation and processing of recyclable waste.</p> <p>Equipment: scales, cages, etc. not in place to process recyclable waste.</p> <p>Decrease in volumes of recyclable waste from month to month.</p> <p>No cost rebates provided for identified recycled waste</p>	<p>collected, weighed, safely transported, and processed twice a week.</p> <p>Half of staff following established processes for collection, weighing, transportation and processing of recyclable waste.</p> <p>Equipment: scales, etc. in place but not functional. Fluctuation of volumes in recyclable waste from month to month. No cost rebates provided for identified recycled waste</p>	<p>collected, weighed, safely transported, and processed three times a week.</p> <p>Few staff following established processes for collection, weighing, transportation and processing of recyclable waste.</p> <p>Equipment: scales, etc. in place and functional to process recyclable waste.</p> <p>Cost rebates provided for identified recycled waste</p>	<p>weighed, safely transported, and processed on a daily basis.</p> <p>An increase in volumes of recyclable waste from month to month.</p> <p>All staff following established processes for collection, weighing, transportation and processing of recyclable waste.</p> <p>No cost rebates provided for identified recycled waste</p>	<p>volumes of recyclable waste from month to month.</p> <p>Innovative solutions and campaigns on waste recycling provided to CSIR</p>	<p>Route Plan and Work/ Service Schedule Waste Recycling Permits and Manifests Monthly Waste Recycling Report and Statistics Equipment List: scales, bulk bags, cages, etc. CSIR inspection report on waste recycling.</p>			
Comments:										
Hazardous Waste Management	<p>3. Manage the collection, transportation, processing, and disposal of hazardous waste (biological, medical, chemical, electronic, fluorescent, concrete, etc.)</p>	<p>Conduct a site inspection and submit a Hazardous Waste disposal quote six (6) working days or more after receipt of an adhoc service request in writing.</p> <p>Collect and dispose hazardous waste six (6) working days or more after receipt of a Purchase Order.</p>	<p>Conduct a site inspection and submit a Hazardous Waste quote within five (5) working days upon receipt of an adhoc service request in writing.</p> <p>Collect and dispose hazardous waste within three five (5)</p>	<p>Conduct a site inspection and submit a Hazardous Waste quote within four (4) working days upon receipt of an adhoc service request in writing.</p> <p>Collect and dispose hazardous waste within four (4) working days</p>	<p>Conduct a site inspection and submit a Hazardous Waste quote within three (3) working days upon receipt of an adhoc service request in writing.</p> <p>Collect and dispose hazardous waste safely within three (3) working</p>	<p>At least one compliment received on hazardous waste management services Innovative solutions provided to reduce/improve the hazardous waste management practices at all CSIR sites;</p>	<p>Hazardous Waste Plan/ Quote per Ad hoc service request Hazardous Waste Permits and Manifests Monthly Hazardous Waste Report and Statistics Equipment List including trucks Zero Major Findings on Hazardous Waste Hazardous Waste Handling Procedure or Response Plan</p>			

		<p>Valid service agreement with third parties without lead times in place to respond, meet or exceed CSIR service requests.</p> <p>Hazardous waste safely transported and disposed of in contrary to relevant legislation and by-laws.</p> <p>Hazardous waste response plan in place but staff not trained and not tested or simulated for containment of a spillage / pollution incident to prevent any possible escapes of containment to nearby surroundings during loading of the container.</p>	<p>days upon receipt of a Purchase Order.</p> <p>Valid service agreement with third parties with lead times in place to respond, meet or exceed CSIR service requests but not enforced.</p> <p>Hazardous waste safely transported and disposed of inconsistently with relevant legislation and by-laws.</p> <p>Hazardous waste response plan in place but not tested for containment of a spillage / pollution incident to prevent any possible escapes of containment to nearby surroundings during loading of the container.</p>	<p>upon receipt of a Purchase Order.</p> <p>Valid service agreement with third parties with lead times in place to respond, meet or exceed CSIR service requests but adhered to sometimes.</p> <p>Hazardous waste safely transported and disposed of consistently with relevant legislation and by-laws.</p> <p>Hazardous waste response plan in place and tested once a year for containment of a spillage / pollution incident to prevent any possible escapes of containment to nearby surroundings during loading of the container.</p>	<p>days upon receipt of a Purchase Order.</p> <p>Valid service agreement with third parties on turnaround times place to respond, meet or exceed CSIR service requests.</p> <p>Provide the CSIR with expertise on hazardous waste management advisory as and when required.</p> <p>Hazardous waste safely transported and disposed of in line with relevant legislation and by-laws.</p> <p>Hazardous waste response plan in place and tested twice a year for containment of a spillage / pollution incident to prevent any possible escapes of containment to nearby surroundings during loading of the container.</p>	<p>Business continuity plan in place to prevent equipment downtime or failures.</p> <p>Provide the CSIR with expertise on hazardous waste management advisory as and when required.</p> <p>Hazardous waste response plan in place and tested on a quarter basis for containment of a spillage / pollution incident to prevent any possible escapes of containment to nearby surroundings during loading of the container.</p>	Customer Feedback on Hazardous Waste Management			
Comments:										
Service Quality	4. Reduction of SHE incidents and contributes towards achieving a state of zero harm.	SHE file not updated and persistent unsafe work practices result in SHE	SHE file updated and poor supervision resulting in	SHE file updated and inconsistent safe work practices	SHE file and SHE practices with no near misses and SHE incidents	Compliance with all SHE requirements.	SHE Plan with updates on SHE File, Risk Assessments			

	incidents and work stoppages. Communication Plan on SHE emergencies in place but not adhered to by employees. More than four major SHE audit/inspection findings	unsafe work practices and increase in SHE incidents. Communication Plan on SHE emergencies partially adhered to half of employees. More than three major SHE audit/inspection findings	resulting in near misses Communication Plan on SHE emergencies adhered to by few employees. More than two major SHE audit/inspection findings	Compliance with COVID-19 Regulations and CSIR Contractor Protocols Toolbox Talks conducted weekly. All employees refreshed quarterly on Communication Plan on SHE emergencies	No major SHE audit/inspection findings from	Register signed by Staff Medical Certificates and Training Records of Staff SHE training and Legal appointments Communication Plan on SHE emergencies			
Comments:									
5. Customer satisfaction and service delivery complaints	More than four (4) complaints a month with a root cause analysis conducted to avoid a repeat.	Three (3) complaints a month with a root cause analysis conducted to avoid a repeat.	Two (2) complaints a month with a root cause analysis conducted to avoid a repeat.	One (1) complaint reported for the month with a root cause analysis conducted to avoid a repeat. No customer satisfaction feedback comments received	Zero complaints a month. More than 2 Customer satisfaction feedback comments received	Complaint Register or Report with root cause analysis and remedial actions Equipment list and staff compliment as per Bid proposal. Updated Quality Management Plan			
Comments:									
6. Supplier attends to Staff Welfare and complaints without delay	Repeat employment issues raised by staff not closed off within a month. No training of staff and provision of relievers during leaves / labour protests impacting on service delivery and business continuity.	Staff issues raised more than one issue with CSIR, or Supplier could not be closed within two weeks.	Staff raised one (1) issue with CSIR or Supplier and closed within one week.	No issues raised by staff to CSIR. Evidence of staff training. Staff work attendance tracked and reported daily Notice of work disruptions and a contingency plan communicated to CSIR to ensure business continuity.	No issues raised by Supplier's staff to CSIR. Compliments received from CSIR on service rendered by staff Improved staff performance, with 100% expected coverage for contingencies, e.g. relievers, strike, etc.	Staff complaints reported to CSIR and feedback provided in writing. Staff work attendance/ time sheets of labour allocation or replacements provided on a daily and monthly basis. Staff training and development record provided			
Comments:									
7. Compile and submit a quality consolidated Waste Management	Consolidated waste management report submitted after 6th	Consolidated waste management	Consolidated waste management	Consolidated waste management	Consolidated waste management	Consolidated waste management report for all CSIR Sites			

	Report (General Waste, Waste Recycling and Hazardous Waste) on time	working days after the month –end.	report submitted on 5th working day after the month –end.	report submitted on 4th working day after the month –end.	report submitted on 3rd working day after the month –end	report submitted on 2nd working day after the month –end				
Comments:										

Penalty Measures:	
Performance Scoring Rating Legend	Penalty
Excellent (5)	Acceptable, no penalty
Good (4)	No penalty, poor performance to be rectified with 7 days upon formal notification
Fair (3)	10% deduction on monthly fee, poor performance to be rectified with 7 days upon formal notification
Poor (2)	Contract review at risk, a formal letter is issued to the Supplier for failing to implement remedial actions as agreed upon.
Very Poor (1)	Contract review at risk and a letter of termination is issued to the Supplier.

Note: Expected/ required service level is for the Supplier to perform on the “Good (4)” level as a minimum on all of the aforementioned key performance objectives / indicators (KPIs). Any performance below a score of 4 requires immediate investigation by the Supplier with corrective action taken as necessary to the satisfaction of the CSIR.

CSIR Contract Manager Date:	Service Provider Contract Manager Date:
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