



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

RFQ NO:GP 904 &905

**TECHNICAL SPECIFICATIONS FOR LEGAL AND SAFE IDENTIFICATION, CONTAINMENT, STORAGE, COLLECTION, TRANSPORTATION, TREATMENT, AND DISPOSAL OF HAZARDOUS WASTE FROM THE NHLS FOR A PERIOD OF 12 MONTHS**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
CNR HOSPITAL AND DE KORTE STREET  
BRAAMFONTEIN,  
SECURITY OFFICE.

**Quotation Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS: GAUTENG.PROC@NHLS.AC.ZA

**Technical Queries:**

CONTACT NAME: PROCUREMENT OFFICE

E-MAIL ADDRESS: GAUTENG.PROC@NHLS.AC.ZA

**NAME OF A BIDDER:**.....

**COMPULSORY BRIEFING: DATE 09 December 2025 @ 11H00**

**CLOSING DATE: 12 December 2025 AT 11:00**

**QUOTATION VALIDITY PERIOD: 90 days**

**CONTENTS**

1	PART A INVITATION TO QUOTE (RFQ) SBD 1 .....	4
2	TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION (RFQ) .....	6
3	PRICING SCHEDULE & FORM OF OFFER (SBD 7) .....	9
4	RFQ EVALUATION PROCESS AND CRITERIA .....	12
5	SCHEDULE OF WORK CARRIED OUT BY THE BIDDER .....	
6	STANDARD BIDDING DOCUMENTATION (SBDs) .....	15
7	AUTHORITY FOR SIGNATORY .....	22
8	BID DOCUMENT CHECKLIST .....	23

**1. PART A Invitation to Bid**
**SBD 1**
**PART A INVITATION TO  
BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLs)</b>					
<b>BID NUMBER:</b>	<b>RFQ NO:GP904 &amp; 905</b>	<b>CLOSING DATE:12 December 2025</b>		<b>CLOSING TIME:</b>	<b>11:00AM</b>
<b>DESCRIPTION</b>	TECHNICAL SPECIFICATIONS FOR LEGAL AND SAFE IDENTIFICATION, CONTAINMENT, STORAGE, COLLECTION, TRANSPORTATION, TREATMENT, AND DISPOSAL OF HAZARDOUS WASTE FROM THE NHLs				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NHLs RECEPTION: RFQ BOX: NO. CNR HOSPITAL AND DE KORTE STREET, BRAAMFONTEIN, SECURITY OFFICE.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Gauteng procurement		CONTACT PERSON	Gauteng procurement	
TELEPHONE NUMBER	<b>012 321 1289</b>		TELEPHONE NUMBER	<b>012 321 1289</b>	
E-MAIL ADDRESS	gauteng.procurement@nhls.ac.za		E-MAIL ADDRESS	gauteng.procurement@nhls.ac.za	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	Yes	No			Yes No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	--	---	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p>YES    NO</p>
<p><b>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.</b></p>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>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.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

## 2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid (Except when procuring through an established panel or transversal contract).
- f) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- g) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date.
- h) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- i) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- j) A compulsory clarification or site meeting or briefing session will be conducted: **08 December 2025@c/o Hospital & De Korte Street Braamfontein NHLS**
  - Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified.
  - The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
  - The contractor will be responsible for final measurements.
- k) Writing must be in block letters and black ink.
- l) Quotation procedure using the two (2) stage system will apply: **Not applicable**.
- m) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- n) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- o) All questions regarding this RFQ must be forwarded to the [gauteng.procurement@nhls.ac.za](mailto:gauteng.procurement@nhls.ac.za) 24 hours prior the RFQ closing date.
- p) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- q) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.
- a) Quotation must be All-Inclusive
  - i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material,

consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.

- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

***Delays in the supplier's performance***

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

***Penalties***

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, CNR HOSPITAL AND DE KORTE STREET, BRAAMFONTEIN, SECURITY OFFICE.**

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="https://www.nhls.ac.za/supply-chain/">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract	<b>Accept</b>	<b>Do not accept</b>

**FORM OF QUOTATION:**

SUPPLIER:

QUOTATION NO:

**DESCRIPTION**

TECHNICAL SPECIFICATIONS FOR LEGAL AND SAFE IDENTIFICATION, CONTAINMENT, STORAGE, COLLECTION, TRANSPORTATION, TREATMENT, AND DISPOSAL OF HAZARDOUS WASTE FROM THE NHLS

**1. BACKGROUND TO THE NHLS**

The National Health Laboratory Service (NHLS) is a public health laboratory service with laboratories across South Africa. The NHLS was established in 2001 by an Act of Parliament to provide diagnostic pathology laboratory services to the national and provincial health departments. Its activities comprise diagnostic laboratory services, research, teaching and training, and production of sera for anti-snake venom, reagents and media. At the core of the NHLS is next generation pathology excellence that supports the mandate of the Department of Health.

- The NHLS is the largest diagnostic pathology laboratory service in South Africa.
- The NHLS serves approximately 80% of the South African population.

**2. SPECIAL INSTRUCTION TO BIDDERS**

2.1 Should a bidder have reasons to believe that the Technical Specification is not open and/or is written for a particular brand or product; the bidder shall notify Supply Chain Management within ten (10) days after publication of the bid.

2.2 Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state "Comply/Do not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

2.3 Bidders who do not comply with the mandatory requirements will not be considered.

2.4 The delivery of work shall be as per set standards and terms by agreement between the NHLS and a chosen service provider.

2.5 Due to the nature of NHLS labs (operating 24 hours), the contractor may be expected to work after hours and on weekends.

2.6 By submitting a proposal for this Bid, the Bidder(s) confirms that they have read and understood the terms and conditions as set out in this Bid.

### 3. SCOPE OF WORK

The NHLS wishes to appoint a suitable and qualified service provider for the Technical Specification for Legal and Safe Identification, Containment, Storage, Collection, Transportation, Treatment and Disposal of Hazardous Waste from the for period of 18 Months

## HAZARDOUS WASTE MANAGEMENT

### 1. PURPOSE

**1.1.** The objective of the RFQ is to appoint a service provider for the legal collection, treatment and disposal of healthcare risk waste at the National Health Laboratory Service (NHLS) in Braamfontein for a period of 12 months.

1.2. The NHLS reserves the right to:

- (a) Cancel or reject any proposal.
- (b) Not to award the proposal to the lowest bidder or award parts of the proposal to different bidders; or
- (c) Not to award the proposal at all.

### 2. SCOPE OF SUPPLY

- 2.1. The service provider to provide the full service described in this specification, for the safe and legal management of hazardous waste generated from laboratory activities of the NHLS Braamfontein Complex.
- 2.2. The service provider must ensure that all processes and procedures required are adopted, followed, and implemented to ensure legal and safe identification, containment, storage, collection, transportation, treatment, and disposal of hazardous waste from the NHLS . These activities shall be performed and executed by the service provider in accordance with the requirements of this specification, policies, relevant legislation and SABS standards.
- 2.3. The service provider must bid for the full range of services as indicated in these specifications and the costing template **(Pricing Schedule)**.
- 2.4. The scope of supply for the service shall for the duration of the service period, in general terms include:
  - (a) Confirmation of waste streams generated, identification of waste streams generated, the type of containers required, frequency of delivery and collection, and confirmation of waste collection points;
  - (b) Supply and distribution of the consumables identified as per point (a) above required for the proper storage, collection and removal of waste (Appendix 2);
  - (c) Provision of consultancy services where necessary.
  - (d) Safe sampling and testing of unknown chemicals
  - (e) Safe and efficient collection of identified waste streams from the waste collection points.

- (f) Safe and legal transportation of waste to legally authorized hazardous waste treatment facilities;
- (g) Safe and legal treatment of waste at legally authorised hazardous waste treatment facilities;
- (h) Safe and legal disposal of waste at legally authorised hazardous waste disposal facilities;
- (i) Safe and legal transportation and disposal of treated waste residues at legally authorized disposal facilities;
- (j) Safe management of spillages of chemicals on the premises of the NHLS when required;
- (k) Training on segregation, containers, storage and safe handling of waste streams to the identified staff as and when required by the relevant NHLS representative;
- (l) Reporting to relevant authorities as required by legislation;
- (m) Reporting to the appointed NHLS representatives as per this specification;
- (n) Convening and/ or attending meetings and liaising with the relevant NHLS representatives; and
- (o) Interfacing with the managers or appointed officials in the identified laboratories, and the NHLS SHE office in securing a safe and efficient management of waste.

2.5. If the contractor fails to adhere to the applicable legislation in executing this service, it shall constitute a service failure.

### **3. DETAILED SCOPE OF WORK**

#### **3.1. Waste Streams**

The services required are for the safe and legal identification, containment, collection, transportation, treatment, and disposal of the hazardous waste streams which include but are not limited to the following:

- (a) Expired, unwanted, abandoned, discarded, or disposed of solid, liquid, or gaseous chemicals from the activities of the NHLS Braamfontein laboratories.
- (b) Mixed liquid waste (e.g. mixture of water, chemicals, and anatomical waste);
- (c) Unwanted, abandoned, discarded, or disposed solid, liquid, or gaseous chemicals from housekeeping and maintenance activities.
- (d) Packaging contaminated with chemicals g (e.g. empty chemical glass and plastic bottles);
- (e) Unwanted, abandoned, discarded, or disposed of thermometers and light tubes containing mercury

3.2. The service provider shall identify waste streams and related containers required as well as delivery points within 14 working days of award of the contract.

3.3. The service provider shall where required, collect samples of the unknown chemicals for analysis and identification of the chemical.

Service providers to take note that NHLS reserves the right to change or amend the waste streams.

#### 4. SEGREGATION AND PACKAGING

- 4.1. The service provider shall supply containers that are tested and certified in terms of the relevant national standards (e.g. SANS 10229-1, SANS 10229-2, or SANS 10233) to ensure safe and environmentally sound segregation, storage, and transportation of waste streams.
- 4.2. The service provider shall supply containers to ensure that waste is sorted into different categories.
- 4.3. The packaging shall be of a design and structure that will, during handling, prevent deformation, leakage or sifting of the contents as a result of vibration, stacking or environmental conditions.
- 4.4. The packaging material shall be of a quality that is not susceptible to the adverse damage by the contents or be liable to form dangerous compounds with the contents.
- 4.5. The service provider shall ensure that waste intended for transportation outside the NHLS laboratories is:
- (a) Identified and classified in terms of the SANS 10228 and SANS 10234.
  - (b) Packaged and labelled in terms of the SANS 10229-1, SANS 10233 and SANS 10248-1.
- 8.5.1 General non-reusable or disposable container markings requirements unless otherwise specified:
- (a) Where possible, all waste containers to be fitted with sequential bar coded stickers so that they can be tracked.
  - (b) All labels on the disposable containers shall be clearly visible when stacked with other packaging.
  - (c) The background of the labels shall be of the colour that contrasts with the surface area immediately surrounding the label.
  - (d) Wording on the label shall contrast with the background of the label. The label shall be of one size, style, layout and clearly legible.
  - (e) Where wording is imprinted as part of the design such should be legible and not be of the same colour as the container.
  - (f) The sizes of hazard labelling shall be as specified in SANS 10248-1:2008.
  - (g) *The international infectious hazard label given in SANS 10229-1:2010 for the transport of infectious substances.*
  - (h) All containers shall be labelled at least in English.
- 4.6. NHLS will place orders for containers based on the description as contained within the costing model to standardise the inventory list within the organisation.
- 4.7. It must be noted that special containers may be required in unusual circumstances or for highly specialised purposes. The NHLS reserves the right to source these containers from other suppliers should the service provider not be able to provide such a service or be found to be more expensive.
- 4.8. The NHLS reserves the right to reuse containers that originally contained the same type of chemical as per SANS 10248-1.

- 4.9. The service provider shall be required to collect, treat and/or dispose the waste contained in special containers referred to in paragraph 4.7 and 4.8 above and separately cost the services provided.

## **5. WASTE CONTAINERS DELIVERY AND COLLECTION POINTS**

- 5.1. The service provider shall, in consultation with each Laboratory Manager/ NHLS appointed representative confirm the location of the waste collection point(s). The service provider shall identify waste streams and related containers required as well as delivery points within 14 working days of award of the contract.
- 5.2. The service provider shall, collect waste containers from the agreed NHLS waste storage areas.
- 5.3. The service provider shall within 14 working days of the awarding of the contract liaise with each Laboratory Manager/ NHLS representative to negotiate acceptable delivery times and locations to which containers shall be delivered.
- 5.4. New containers may only be delivered using the same vehicle used for the collection of waste if they are effectively separated from the waste being transported to prevent the contamination thereof.
- 5.5. Irrespective of the mode of transport during delivery, the service provider will remain responsible for ensuring that new containers are not contaminated during the transportation and delivery thereof.

## **6. TRACKING OF WASTE CONTAINERS**

- 6.1. The service provider shall put in place a tracking system for waste containers delivered and collected from NHLS laboratories.
- 6.2. The service provider shall ensure that at all times during the contract period, accurate records of all waste containers delivered and removed from NHLS laboratories are kept and made available to the Laboratory Manager/ NHLS appointed representative when required.
- 6.3. Waste containers placed inside an approved dangerous goods vehicle (s) shall by means of a tracking system, be linked to the vehicle collecting the waste from NHLS laboratories from the point of collection to treatment and/ or disposal that is in turn to be tracked by satellite.

## **7. STORAGE, WEIGHING AND COLLECTION OF WASTE**

- 7.1. The NHLS laboratories are responsible for the containing and internal transport of the waste from the point of generation to the waste collection point.
- 7.2. A waste collection point for NHLS laboratories will generally be a storage room/area designated for storage of waste, where waste is stored internally pending removal for treatment and/ or disposal. Laboratories may due to their size or locations, have more than one waste collection point.
- 7.3. The service provider shall deliver waste containers and collect waste from laboratories as per the schedule agreed to by the Laboratory Manager/NHLS appointed representative.
- 7.4. The service provider shall ensure that waste is collected within the schedule so as not to exceed the time limits between waste generation, storage, and treatment or disposal as indicated in the relevant legislation and SANS 10248-1.

- 7.5. Notwithstanding the storage and treatment periods stipulated in the relevant legislation and SANS 10248-1, waste shall be collected as per agreement with each Laboratory Manager/ NHLS appointed representative.
- 7.6. The service provider shall deliver the waste containers and/ or collect the waste between 08:00 and 15:30 on the days agreed to with the Laboratory Manager/ NHLS appointed representative.
- 7.7. Should the collection day agreed to with the Laboratory Manager/ NHLS appointed representative fall on a public holiday the service provider must ensure that waste is collected the day before the public holiday. This must be done in consultation with the Laboratory Manager/ NHLS appointed representative.
- 7.8. The delivery of waste containers and the collection of waste outside of the agreed schedule shall take place only in agreement with the Laboratory Manager/NHLS appointed representative in writing.
- 7.9. The service provider shall for each collection of waste, generate a waste manifest document, which will be used for documenting the category, weight, and quantities of waste collected in line with the requirements of the applicable legislation.
- 7.9.1. **Weighing of the Waste**
- The service provider shall provide a calibrated scale for weighing the waste at the time of collection where possible.
- 7.9.1.1. *Calibration of Scales*
- All scales used for weighing the waste shall be approved for commercial use and shall be calibrated by an independent and accredited party as required by the necessary consents and statutory requirements. This calibration will be at the cost of the contractor. The contractor must provide proof of calibration by an accredited independent institute.
- The Laboratory Manager or NHLS representative shall have the right to verify the calibration of the scale. If this verification indicates an error with more than 1%, NHLS shall be entitled to demand calibration of the scale by an independent and accredited party as required by the necessary consents and statutory requirements.
- 7.9.1.2. *Weighing discrepancies*
- The weighing of the waste performed at the NHLS site under the supervision of the Laboratory Manager or NHLS representative shall form part of the basis for payment for the collection, transport, treatment, and disposal of the waste. To minimize the risk of human error during mass data recording when the waste is collected from the NHLS sites, preference is to be given to the electronic recording and transfer of data, provided that verification and authorization of the recorded masses can still be done by the Laboratory Manager or NHLS representative.
- 7.10. The NHLS and the service provider shall use the waste manifest to track the waste from the waste generator to the treatment and /or disposal facility; waste information management system; reporting to the NHLS and relevant authorities; and basis of payment for services rendered.
- 7.11. The waste manifest document shall be in at least three-fold carbon copies at the time and place of waste collection, with each copy signed by the Laboratory Manager/ appointed NHLS representative and the service provider. One signed copy of the waste manifest document shall be retained by the Laboratory Manager before the service provider leaves the NHLS facility.

- 7.12. The service provider shall provide a complete waste manifest indicating the collection, treatment and/or disposal of waste collected. The destruction certificate shall reflect the final legal treatment and/or disposal of all the waste reflected on the waste manifest.
- 7.13. The complete waste manifest documents ( including destruction certificates) are to be submitted to the Laboratory Manager/ NHLS appointed representative as proof of safe and legal disposal of waste within 7 business days of the waste having been treated and/ or disposed.
- 7.14. The NHLS shall hold the service provider liable for the waste recorded on the manifest document which was completed and signed at the waste collection point.
- 7.15. The service provider shall ensure that all waste in the waste storage area is removed on the day of collection and no waste remains behind.
- 7.16. The service provider shall ensure that drivers of waste collection vehicles are provided with relevant tools to communicate with NHLS laboratories in case of any delays in the delivery of waste containers, waste collection, breakdowns, or emergency situations.
- 7.17. The service provider shall ensure that the collectors of waste representing the service provider are trained in the safe and legal handling of dangerous goods and relevant waste containers.
- 7.18. Waste containers that are not properly handled e.g. containers that are damaged during loading into the dangerous goods vehicle as a result of mishandling by the waste collectors representing the service provider shall be the responsibility of the service provider. The service provider shall at its own cost provide replacement containers for the damaged waste containers and clean spillages that may arise from the damaged waste containers.
- 7.19. The service provider shall ensure that waste is not left unattended at any given time between the time it is removed from the NHLS laboratories' waste collection point and the time it is delivered to an authorised waste storage facility, waste treatment facility, and/ or a waste disposal site.

## **8. OFFSITE- TRANSPORTATION OF WASTE**

- 8.1. The service provider shall provide a vehicle to transport waste from NHLS laboratories that complies with the requirements of the applicable legislation.
- 8.2. The service provider shall ensure that the transporter of waste whether the service provider is the transporter or the transporter is a sub-contractor to the service provider, is authorised in accordance with the requirements of the relevant legislation.
- 8.3. The service provider shall within 24 hours notify the relevant Laboratory Manager/ NHLS appointed representative and within the prescribed period notify any other authority as required by relevant legislation of any spillages of waste during the transportation of waste to an authorised waste treatment facility or disposal site.
- 8.4. The service provider shall ensure appropriate remedial action is taken to clean-up any spillages of waste during the transportation of waste to an authorised waste treatment facility or disposal site. This clean-up cost shall be at the cost of the service provider.

## **9. TREATMENT AND DISPOSAL OF THE WASTE**

- 9.1. Service providers where permitted and in terms of legislation must adhere to treatment technologies that promote reducing, recovery, re-use and recycling of waste that are not detrimental to or have minimal impact on the environment.
- 9.2. The service provider shall ensure that the waste treatment facility is authorised to treat the waste collected in terms of the relevant legislation.
- 9.3. The service provider shall ensure that the waste treatment facility has the capacity and the expertise to store and treat the waste collected.
- 9.4. The service provider shall ensure that the treatment facility where the waste is treated complies with the conditions of the compulsory authorizations.
- 9.5. During contracting the service provider shall :
- (a) Provide a copy of a contingency plan for any incidences that may be related to the containers, transportation, storage, treatment, and disposal of waste collected from the NHLS laboratories.
  - (b) Provide proof of an agreement (s) with the owners of the waste treatment facility where they are not the owners of the waste treatment facility.
  - (c) Provide proof of an agreement (s) with the owners of the disposal site, where they are not the owners of the waste disposal site.
- 9.6. The service provider shall ensure that no waste is illegally disposed of after it has been collected from the NHLS laboratories and during transportation to the treatment and/ or disposal facility.

## **10. MOBILISATION AND ROLLOUT**

- 10.1. Following the award of the contract, the service provider shall, within 14 working days from the contract date mobilise its staff, as well as acquire the necessary equipment and supplies. The mobilisation period shall further be used by the service provider to establish communication lines with each of the NHLS
- 10.2. The service provider shall be responsible for the sampling, testing collection, transportation, treatment, and disposal of all waste generated at the time of the phase-in of this contract.

## **11. HANDOVER OF SERVICES (END OF CONTRACT)**

- 11.1. When the contract period approaches its end, the service provider shall liaise with the NHLS Regional Finance Manager, with the objective of ensuring a smooth and efficient transition of responsibilities. The handover period is the last 2 months of the contract period.
- 11.2. The service provider shall during the handover period liaise with the Laboratory Manager/ NHLS representative and ensure that available stocks of waste containers are no more than one month's normal consumption. The service provider shall, no later than the first day of the handover period, submit the following to the NHLS:

- 11.2.1. Statistics on average monthly consumption for each of the different waste containers supplied.
- 11.2.2. The service provider shall separately cost the removal, treatment, and disposal of the existing full waste containers.
- 11.3. The service provider may be required to provide ad-hoc waste removal and disposal services as and when required.
- 11.3.1. The service provider shall submit a pricing structure for each commodity as set out in the schedule appended to these specifications (Appendix 2).

## **12. REPORTING AND COMMUNICATION**

- 12.1. The service provider will be required to regularly communicate and provide feedback to the NHLS through meetings, reports and other means to provide information as requested.
- 12.2. The service provider will be required to meet with NHLS at stated intervals in order to provide feedback to the NHLS.
- 12.3. When the NHLS considers it necessary to convene a meeting for any reason the service provider shall, attend such meeting or at regular time periods to be agreed.
- 12.4. If the Contractor fails to attend or be appropriately represented at these meetings it shall constitute a Service Failure.
- 12.5. The service provider shall at all meetings be represented by a person suitable, qualified and authorised to make commitments and enter into agreements on behalf of the service provider.
- 12.6. The service provider shall on a monthly basis prepare and submit a summary of waste containers used, waste categories, and waste quantities collected, treated, and/ or disposed of per laboratory serviced.
- 12.7. The monthly summaries of all waste removed, destroyed and disposed of shall be provided to:
  - The Laboratory Manager
  - The NHLS National SHE Office
  - The NHLS Regional Finance Manager
  - Other individuals who will be identified
- 12.8. The format and layout of the monthly summaries shall be agreed upon between the service provider and the National Manager Safety Health and Environment/ NHLS Regional Finance Manager.
- 12.9. The monthly summaries must be finalised and submitted to the relevant persons by no later than the 7th business day of the following month.
- 12.10. The monthly summaries shall include inter alia:
  - The name of the laboratory (s)
  - The address of the NHLS facility and contact details;
  - The weight and/ or volume of each category of waste collected from the various laboratories during the previous month;

- The type/s of containers supplied to each NHLS laboratory;
- The type of treatment and safe disposal used for waste collected;
- A financial review of the service costs for each NHLS laboratory serviced;
- The cumulative totals for that year to date;
- Problems encountered specifically related to the waste management standards and the effectiveness of waste management systems used at the various NHLS laboratories;
- Incidents and accidents that occurred during the previous month, as well as the corrective measures in place to prevent a reoccurrence of such incidents and accidents;
- Details of any unplanned outages experienced and of any planned outages expected;

### **13. WASTE MANAGEMENT AUDITS**

- 13.1. The NHLS reserves the right to audit (announced and/ or unannounced) any facility, vehicle or premises utilised by the service provider at any reasonable hour and the service provider shall at all times co-operate with the NHLS appointed representative.
- 13.2. The service provider shall, when requested by the NHLS appointed representative, arrange for an audit of the facilities of a sub-contract service provider used by the service provider for transport, treatment or disposal of waste.

### **14. CONTINGENCY PLAN**

- 14.1. The service provider shall be required to prepare a contingency plan for any incidences or breakdown of services covering the following as a minimum:
- (a) Labour unrest
  - (b) Breakdown of waste collection vehicles and related equipment
  - (c) Stock out of containers and consumables
  - (d) Shutdown or unavailability of storage, treatment, and/or disposal facilities
  - (e) Details of alternative storage or treatment facilities
  - (f) Fuel shortages
  - (g) Load shedding
  - (h) Deviations in collection schedules
- 14.2. The NHLS will not be liable for any additional payments resulting from the provision, implementation or use of backup storage, treatment, and/or disposal facilities.

**15. HEALTH, SAFETY and ENVIRONMENT**

- 15.1. The service provider is required to abide by the requirements of the Occupational Health and Safety Act 85 of 1993 (OHSA) and other relevant legislation.
- 15.2. The service provider is required to comply with the requirements of the National Environmental Management Act 107 of 1998 (NEMA), the National Environment Management Waste Act 59 of 2008, all relevant legislation and national standards governing waste management activities.
- 15.3. The safety of the service provider's personnel, its sub-contract service provider's personnel, as well as that of members of the public, who may be adversely affected by the execution of the services, shall be the sole responsibility of the service provider.
- 15.4. The service provider shall submit copies of its Occupational Health and Safety Plan with the RFQ application documents, that will be designed to ensure the health and safety of any persons involved in or affected by the management of waste.
- 15.5. The Occupational Health and Safety Plan shall fully conform to the requirements of OHSA and the service provider shall ensure that all of its employees adhere to the requirements stipulated in the plan.
- 15.6. The Occupational Health and Safety Plan shall provide a description of amongst others all equipment, procedures, training, and other measures that will be taken to ensure the health and safety of all personnel providing the services or likely to be affected by the services provided.
- 15.7. The service provider shall submit proof of public liability insurance to cover any cleaning of environmental pollution arising out of a motor vehicle accident or similar incident with the RFQ application. Such public liability insurance shall be maintained at a level adequate to cover the effective cleaning of any incident which the service provider may encounter during the contract period.
- 15.8. The service provider shall when required submit copies of any contract or agreement with a recognised response company that will be deployed in the event of such an incident to effectively clean up any environmental pollution. The NHLS representative shall be informed should the service provider change the company at any time during the period of the contract.
- 15.9. The service provider shall only allow drivers with the appropriate permits and training to drive and collect waste from NHLS laboratories.
- 15.10. Only suitably trained persons shall be allowed to carry out any work under this contract.

**APPENDIX 1:**

**LIST OF CHEMICALS KNOWN TO BE IN THE 25 LITRE PLASTIC DRUMS**

Acid/Base	Concentrations of the chemicals when they were used	Quantities of waste containers
Methanol (CH <sub>3</sub> OH)	<1%	

**LIST OF OTHER HAZARDOUS WASTE STREAMS**

ITEM	ESTIMATED NUMBER OF WASTE CONTAINERS or KILOGRAMS PER MONTH
25 litre drum with biological liquid waste (water, methanol/biological)	
25 litre drum with contaminated oil	
1kg contaminated polystyrene packages	
1 kg contaminated plastic containers	
1 kg contaminated glass bottles	
25kg of ignitable, corrosive, reactive and toxic hazardous organic/inorganic salts materials.	
25L of ignitable, corrosive, reactive and toxic hazardous liquid materials.	
1 kg used fluorescent light tubes	

- The concentration of each chemical in the waste containers is not known.

**APPENDIX 2: COST FOR SUPPLY, AND REMOVAL OF WASTE CONTAINERS PER KILOGRAM**

ITEM (see APPENDIX 1)	COST PER CONTAINER (b)	COST PER KILOGRAM OF WASTE (b)	TOTAL COST OF SERVICE (a x b)
25 litre drum with biological liquid waste (water, methanol/biological)			
25 litre drum with HPLC waste (methanol/acetonitrile/water)			
25 litre drum with contaminated oil			
25 litre container with acid waste			
1kg contaminated polystyrene packages			
1 kg contaminated plastic containers			
2.5L amber empty glass bottles			
25kg of ignitable, corrosive, reactive and toxic hazardous organic/inorganic salts materials.			
25L of ignitable, corrosive, reactive and toxic hazardous liquid materials.			
Boxes for used mercury containing lights (e.g. fluorescent tubes)			
Testing of unknown chemical substances			
Spill kit for chemicals			

- The cost of the items above should include the cost of container, transportation, treatment and /or disposal.

ITEM	COST of COLLECTION and ANALYSIS of UNKNOWN CHEMICALS

- The quotations must include the cost of collection and analysis of samples of the unknown chemicals.

**APPENDIX 4: LEGISLATION, POLICIES, SABS CODES AND RELATED DOCUMENTS****1. Acts and Regulations**

The list of legislation, policies, standards and reports that are relevant to this tender include but are not limited to the following:

- (a) The Constitution of the Republic of South Africa, Act 108 of 1996
- (b) The National Waste Management Strategy, 2012
- (c) National legislation
  - Hazardous Substances Act, 1973 (Act No. 15 Of 1973)
  - Health Act, 1977 (Act No. 63 Of 1977)
  - Human Tissue Act, 1983 (Act No. 65 Of 1983)
  - National Environmental Management Act, 1998 (Act No. 107 Of 1998)
  - National Nuclear Regulator Act, 1999 (Act No. 47 Of 1999)
  - National Road Traffic Act, 1996 (Act No. 93 Of 1996)
  - National Water Act, 1998 (Act No. 36 Of 1998)
  - Nuclear Energy Act, 1999 (Act No. 46 Of 1999)
  - Occupational Health and Safety Act, 1993 (Act No. 85 Of 1993)
  - Medicines and Related Substances Act, 1965 (Act 101 Of 1965)
  - National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
  - National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004)
- (d) Provincial Legislation
  - Local Government Ordinance Amendment Act, 2000
  - Gauteng Health Care Waste Management Regulations, 2004
  - Gauteng Waste Information Regulations, 2004
  - Western Cape Health Care Risk Waste Management Regulations 2013
  - Western Cape Health Care Waste Management Act 7 of 2007
- (e) Local Government
  - Waste Management By-laws of Metros and Local Municipalities.
- (f) The Common Law of Nuisance

## 2. Policies and SABS Codes:

- Addressing the Health Care Waste problem in Gauteng – A Policy for Environmentally Sustainable Health Care Waste Management - DACEL: November 2001
- Guidelines on Sustainable Health Care Waste Management – DACEL: June 2002
- SANS 10228: 2006: The identification and classification of dangerous goods for transport.
- SANS 10229-1: 2005: Transport of Dangerous Goods - Packaging and large packaging for road and rail transport.
- SANS 10233: 2008: Transport of Dangerous Goods - Intermediate Bulk Containers for road and rail transport.
- SANS 10248: 2004: Management of Health Care Waste.
- SANS 10248-1: 2008: Management of Health Care Waste – Part 1: Management of health care risk waste from a health care Facility.
- SANS 452: 2008 Non-reusable and Reusable Sharps waste containers
- “Policy with regard to the Handling and Disposal of Fluorescent Tubes Collected in Large Quantities”, Department of Water Affairs and Forestry.
- “Policy on the Disposal of Medical Waste”, Department of Water Affairs and Forestry.
- United Nations Recommendations on the Transport of Dangerous Goods, Chapter 6.
- Environmental Policy on Waste Disposal.
- US Centre for Disease Control Standards.

## 3. Other Health Care Risk Waste Related Documents

- Safe Management of Wastes from Health Care Activities - World Health Organisation 1999.
- Feasibility Study into the Possible Regionalisation of Medical Waste Treatment Facilities in Gauteng – DACEL 2000.
- Feasibility Study for Sustainable Health Care Waste Management Scenarios for Gauteng – DACEL: Draft 2002.
- Health Care Waste (HCW) Generation and Characterisation Study for Health and Treatment Facilities – DACEL 2003.
- Training Materials and Posters developed for the HCW Pilot Projects – DACEL 2003.
- Generation Rates, Treatment Capacities and Minimal Costs of Health Care Waste in the 9 provinces of RSA – DEAT 2008

A core summary of the services to be rendered by the service provider is as follows:

Technical Specification for Legal and Safe Identification, Containment, Storage, Collection, Transportation, Treatment and Disposal of Hazardous Waste from the for a period of 12 Months

**FORM OF QUOTATION SUPPLIER NAME:** \_\_\_\_\_

**4. PRICING SCHEDULE**

Waste Stream	UoM	Weight	Rate	Amount
25 litre drum with biological liquid waste (water, methanol/biological)				
25 litre drum with HPLC waste (methanol/acetonitrile/water)				
25 litre drum with contaminated oil				
25 litre container with acid waste				
1kg contaminated polystyrene packages				
1 kg contaminated plastic containers				
2.5L amber empty glass bottles				
25kg of ignitable, corrosive, reactive and toxic hazardous organic/inorganic salts materials.				
25L of ignitable, corrosive, reactive and toxic hazardous liquid materials.				
Boxes for used mercury containing lights (e.g. fluorescent tubes)				
Testing of unknown chemical substances				
Spill kit for chemicals				
Methanol (CH <sub>3</sub> OH)				

**PRICING TOTALS**

Waste Stream	Amount (Incl of Vat)
Total Cost Of All Item	



**FORM OF OFFER (SBD 7)**

**Offer**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....

The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

Rand. ....

..... (in words);

R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

**for the Bidder**

(Name and .....

address of organization/) .....

.....

Name and signature of witness ..... Date .....

**4. RFQ EVALUATION PROCESS AND CRITERIA**

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a four-phased approach (4-Stages):

**Stage 1: Administrative Compliance**

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

**Stage 2: Mandatory Technical Requirements**

All incomplete submissions and respondents who do not meet the minimum technical mandatory requirements at quotation submission will be eliminated from further evaluation.

**Stage 3: FUNCTIONALITY EVALUATION CRITERIA**

Determination of **Functionality** (100%). To progress to the fourth phase, the Bidder must score a minimum of 70%.

**Stage 4: Price and Specific Goals**

The final evaluation phase will be based on Price and Specific Goals.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

**4.1 STAGE 1: ADMINISTRATIVE COMPLIANCE**

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

**a) Mandatory Returnable Documents (to be returned by Bidders)**

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).</b>		

2. Fully completed and signed Declaration of Interest SBD 4	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4</b>		

3. Fully completed and signed RFQ document.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document. Bidder to initial each page of the RFQ document.**

Bidder must complete the pricing Schedule.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule.**

5. TAX Clearance Pin.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).**

6. The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.**

**b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.**

**Stage 2: Mandatory and regulatory requirements**

**Technical Suitability: Mandatory Requirements**

**1.1 The bidder must indicate by ticking the appropriate box what service will be provided directly by the bidder and/ or what service will be outsourced to a third party.**

<b>Service</b>	<b>Service provided directly by bidder</b>	<b>Service outsourced to third party (outsourced )</b>	<b>Provide the name of the supplier (s)/ service provider (s)</b>
Collection and testing of samples			
Supply of waste containers			
Provision of collection and transport services			
Storage/ transfer facility			
Treatment of waste			
Disposal of waste			
Spillage management			

## 1.2 Waste management procedure/ method

The bidder must:	Comply	Do Not Comply	Not applicable
(a) Provide SOP / Method outlining the execution of scope of supply.			
(b) Provide a copy of sub-contract agreement for each service being outsourced.			
(c) Provide letter of confirmation of physical addresses of the bidder and the third party indicated in technical mandatory 2.1 where applicable healthcare risk waste management activities are to take.			
<b>Substantiate: Bidder to provide:</b> <b>(a) A Detailed SOP/Method; and</b> <b>(b) A copy not older than 12 months of a signed and dated contract(s)/ letter(s) of agreement with service provider(s) for the services being outsourced. Failure to submit proof with tender will lead to disqualification.</b>			

## 1.3 Licenses and registrations

### 1.3.1 Transporter registration

The bidder must be registered and/ or authorised as a transporter of hazardous waste Gauteng (GP) Province	Comply: Registered in GP	Do not comply
(a) The bidder to provide proof of registration/ authorisation issued by the Gauteng provincial department of environmental affairs.		
<b>Substantiate: The bidder must provide a copy(s) of all hazardous waste transporter's registration in compliance with the National Environmental Management: Waste Act No. 59 of 2008. Failure to submit proof with tender will lead to disqualification.</b>		

### 1.3.2 Waste storage facility registration

The bidder must be in possession of proof of registration for any storage facility(s)/ (transfer station) as indicated in 2.1 in terms of the Waste Act, 2008	<b>Comply</b>	<b>Do Not Comply</b>
<b>(a)</b> The bidder to provide proof of registration for any storage facility(s)/ transfer station(s) to be used in terms of the Waste Act, 2008		
<b>Substantiate: The bidder must provide a copy(s) of proof of registration for storage facilities in compliance with the National Environmental Management: Waste Act No. 59 of 2008. Failure to submit proof with tender will lead to disqualification.</b>		

### 1.3.3 Waste treatment facility license

The bidder must have a hazardous waste management license(s) for the <u>waste treatment</u> facility(s) listed in 2.1 above.	<b>Comply</b>	<b>Do Not Comply</b>
<b>(a)</b> The bidder must provide a copy of all hazardous waste management licence(s) for the treatment facility(s) in compliance with the National Environmental Management: Waste Act No. 59 of 2008.		
<b>Substantiate: The bidder must provide a copy(s) of all hazardous waste management licence(s) for the hazardous waste treatment facilities in compliance with the National Environmental Management: Waste Act No. 59 of 2008. Failure to submit proof with tender will lead to disqualification.</b>		

### 1.3.4 Waste disposal facility license

	<b>Comply</b>	<b>Do Not Comply</b>
<p>The bidder must have a hazardous waste management licence(s) for the <u>waste disposal</u> Facility(s) indicated in 2.1</p>		
<p><b>(a)</b> The bidder must provide A copy of all hazardous waste management licence(s) for the disposal facility(s) in compliance with the National Environmental Management: Waste Act No. 59 of 2008.</p>		
<p><b>Substantiate: The bidder must provide a copy(s) of all hazardous waste management licence(s) for the disposal facility(s) in compliance with the National Environmental Management: Waste Act No. 59 of 2008. Failure to submit proof with tender will lead to disqualification.</b></p>		

### 1.4 Driver's training certificates

	<b>Comply</b>	<b>Do Not Comply</b>
<p>The bidder must have appropriate current driver training certificate(s) for drivers employed by the service provider to drive the vehicle(s) that will be used to transport waste. The certificate must be issued by a Transport Education and Training Authority (TETA) registered driver training company.</p>		
<p><b>(a)</b> The bidder must provide a list of all the drivers as at the date of closure of the bid.</p>		
<p><b>(b)</b> The bidder must provide a copy (s) of the current valid driver certificate(s) for each driver listed as per 2.4 (a).</p>		
<p><b>Substantiate: The bidder must provide:</b>  <b>(a) List of all drivers; and</b>  <b>(b) A copy of appropriate current valid driver training certificate(s) for each driver as issued by a Transport Education and Training Authority (TETA) registered driver training company.</b>   <b>Failure to submit proof with tender will lead to disqualification.</b></p>		

Example of a list to be submitted:

Name and Surname of Driver	Expiry date of current driver training certificate	TETA Registered training company name

**1.5 Vehicle license and operator of dangerous goods registration**

	Comply	Do Not Comply
The bidder must have a valid registration as an operator of dangerous goods in terms of the National Road Traffic Act, 1996.		
(a) The bidder must provide a list of the vehicles to be used to transport HCRW as at the date of closure of the bid.		
(b) The bidder must provide a copy of the valid licence and operator registration for the vehicle (s) to be used for transportation of dangerous goods/ waste		
<p><b>Substantiate: The bidder must provide:</b></p> <p>(a) List of vehicles to be used to transport HCRW.</p> <p>(b) A copy of the valid licence and operator registration (Category G, D and/ or D operator registration) for the vehicle (s) to be used for transportation of dangerous goods/ waste.</p> <p>Failure to submit proof with tender will lead to disqualification.</p>		

Example of list of vehicle information to be submitted:

Make and model of vehicle	Registration number of vehicle	Operator registration category (G,D and or D)	Valid license disc provided (Tick)

**1.6 Public liability insurance**

<p>The bidder must have adequate <b>public liability insurance</b> policy to cover any eventuality arising from the conducting of business per the scope of work. Such public liability insurance shall be maintained for the contract duration at a level adequate to cover any incident and required remediation which the service provider may encounter.</p>	<p><b>Comply</b></p>	<p><b>Do Not Comply</b></p>
<p><b>(a)</b> The bidder must provide proof of public liability insurance.</p>		
<p><b>Substantiate: The bidder must provide proof of public liability insurance policy.</b></p> <p><b>Failure to submit proof with tender will lead to disqualification.</b></p>		

**1.7 Occupational Health Safety and Environment Policy**

<p>The bidder must have an Occupational Health ,Safety and Environment Policy (s) that is designed to ensure the health and safety of any employee involved in or affected by the management of waste, and for the protection of the environment.</p>	<p><b>Comply</b></p>	<p><b>Do Not Comply</b></p>
<p><b>(a)</b> The bidder must provide a copy of the Occupational Health and Safety Policy Statement signed by the CEO of the company</p>		
<p><b>(b)</b> The bidder must provide a copy of the Environmental Management Policy Statement signed by the CEO of the company</p>		
<p><b>Substantiate: The bidder to provide a copy(s) of the</b>  <b>(a) Occupational Health and Safety Policy Statement signed by the company CEO and</b>  <b>(b) Environmental Management Policy Statement signed by the company CEO.</b></p> <p><b>Failure to submit proof with tender will lead to disqualification.</b></p>		

**1.8 Letters of affirmation**

	<b>Comply</b>	<b>Do Not Comply</b>
<p>The bidder must have provided for the supply of approved containers, legal collection, treatment and disposal of health care risk waste for a minimum of two verifiable and contactable clients, private or government institutions during the past three (3) years.</p>		
<p>(a) The bidder must provide three (3) reference letters of affirmation from either private or government institutions to whom this service was delivered.</p>		
<p><b>Substantiate: The bidder must provide three (3) reference letters of affirmation from either private or government institutions to whom this service was delivered. Each letter must be dated, signed and on a letterhead of the customer and indicate the following:</b></p> <ul style="list-style-type: none"> <li>a) <b>Who is the customer. Their company name and physical address.</b></li> <li>b) <b>Contactable contact details.</b></li> <li>c) <b>The letter must indicate the type of service rendered as specified under the scope of work within the past two years.</b></li> </ul> <p><b>Failure to submit proof with tender will lead to disqualification.</b></p>		

**Stage 3: FUNCTIONALITY EVALUATION CRITERIA**

**Determination of Functionality (100%). To progress to the fourth phase, the Bidder must score a minimum of 70%.**

**TECHNICAL / FUNCTIONAL EVALUATION CRITERIA:**

The bidder **must complete / submit in full all of the TECHNICAL FUNCTIONALITY requirements.**

The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.

Evaluation Criteria	Points	Allocation of Points
<p><b>1. Experience</b></p> <p><b>Proven track record and years of experience of same services, including at least three (3) recent references for similar projects (not older than 3 years).</b></p> <p><b>Organisational experience</b> Work done in the previous years</p> <ol style="list-style-type: none"> <li>1. Letter of appointment or purchase order</li> <li>2. Reference letter</li> </ol> <p>Documents on company letter and from the same company and Indicate period of contract</p>	<p><b>30</b></p>	<p>&gt; 3 years = 30 3-2 years = 20 &lt; 1 year = 0</p>
<p><b>2. Proven track record and experience of same services, including three (3) recent references for similar projects (not older than 3 years).</b></p> <p>The bidder must have a proven track record and provide three (3) contactable reference letters (not older than 3 years) where similar services were provided as per the scope of work/specifications.</p> <p><b>Substantiation: The bidder must provide:</b></p> <p><b>Three (3) contactable clients' reference letters (not older than 3 years). Each letter must be dated, signed and on a letterhead of the client and indicates:</b></p> <p style="margin-left: 40px;"><b>(a) Number of signed letters on company letterhead and from the same company and Indicate period of contract</b></p> <p style="margin-left: 40px;"><b>(b) The customer Company name and physical address;</b></p>	<p><b>40</b></p>	<p>3 and more references = 40</p> <p>2 references = 20</p> <p>1 reference = 10</p> <p>NO reference(s) submitted = 0</p>

<p>(c) Customer contact person's name, telephone number and e-mail address;</p> <p>(d) Project &lt;or Service&gt; scope of work;</p> <p>(e) Project Start and End Date.</p>		
<p><b>3. Value of contracts received</b></p> <p>Monetary value of highest contract received as per signed contactable references</p>	<p><b>10</b></p>	<p><b>10 = Contract above R1million rand</b>  <b>5 = Contract between R500 000 and R1million</b>  <b>0 = Contracts below R500 000</b></p>
<p><b>3. Timeframe of service</b></p>	<p><b>30</b></p>	<p><b>Services rendered within the last 5 years</b>  <b>Services rendered within last year=30%</b>  <b>Services rendered within 2-3 years=25%</b>  <b>Services rendered 4-5 years ago=10%</b></p>

**Minimum threshold:** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **70%**  
**Total Score = 100**

**Stage 4: Price And Specific Goals Criteria**

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

<p><b>Price Assessment</b></p>	<p><b>80 Points</b></p>
<p><b>Specific Goals</b></p>	<p><b>20 Points</b></p>



**5. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER**

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)

Signature of person authorized to sign the bid: \_\_\_\_\_

Date: \_\_\_\_\_

**6. DECLARATION OF INTEREST**

**SBD4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2 Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

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

\_\_\_\_\_

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

2.2.1 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



RFQ NO: GP 904 &905 /2025-26

**TECHNICAL SPECIFICATIONS FOR LEGAL AND SAFE IDENTIFICATION, CONTAINMENT, STORAGE, COLLECTION, TRANSPORTATION, TREATMENT, AND DISPOSAL OF HAZARDOUS WASTE FROM THE NHLs FOR A PERIOD OF 12 MONTHS**

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to quote (RFQ):

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

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

a) The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**(e) “Historically Disadvantaged Individual (HDI)”**

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
- ii. Who is a female; and/or
- iii. Who has a disability

(f) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

(g) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

**“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

**Points awarded for historically disadvantaged individuals**

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	4	%	
Woman	4	%	
Disabled	2	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> <li>• City of Johannesburg = 4</li> <li>• Gauteng Province = 2</li> <li>• National = 0</li> </ul>	6		
<b>Total Points</b>	<b>20</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c)cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



7. AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“ By resolution of the board of directors passed on \_\_\_\_\_ 20\_\_\_\_\_

Mr \_\_\_\_\_ has been duly authorized to sign all documents in connection with the Tender for Contract \_\_\_\_\_  
No \_\_\_\_\_ and any Contract, which may arise there from on behalf of

\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

AS WITNESSES: 1 \_\_\_\_\_

2 \_\_\_\_\_

## 9. BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

	<b>Description</b>	<b>Submitted (Yes/No)</b>
Schedule 1	B-BBEE Certificate and/or Affidavit	
Schedule 2	Tax Clearance Certificate and/or TAX Verification PIN	
Schedule 3	CSD FORM	
Schedule 4	CIPC - Company Registration Number	
Schedule 5	ID Copies of Directors/ Members	
Schedule 6	Proof of Business Address	