



<b>MINUTES OF THE NON-COMPULSORY BRIEFING SESSION FOR INTEGRATED WASTE MANAGEMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS AT KSIA REF DIA6669/2021/RFP</b>		
<b>DATE</b>	22 September 2021	
<b>TIME</b>	12:30 to 15:35	
<b>VENUE</b>	Microsoft Teams	
<b>PROCEDURAL MATTERS</b>		
1.	Welcome and Introduction of ACSA Team	JM
2	Technical Presentation	NN assisted by his team
3	Questions	Prospective bidders
4	Answers	ACSA Team
5	Bid Document Presentation	JM
6	Closure	JM
1	Introduction of ACSA Team	
	JM thanked everyone for attending the noncompulsory briefing session and started introducing his ACSA TEAM:  Procurement represented by Johnson Mji (JM) Building and Maintenance Facilities represented by Celiwe Mabuyakhulu (CN), Narandrin Nagiah (NN) and Nelisiwe Ndlovu	
2	Technical Presentation	
	Waste management  3 Categories (Collection, Sortation and Disposal) <ul style="list-style-type: none"><li>• Five Routes, namely: Basement, Terminal North, MSO, Foreign Objects Debris (FOD)</li></ul>	



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**Sortation**

- Type of waste received: General, Hazardous and recyclables
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Waste Disposal

Licensed Landfill and recyclable sites

WASTE STATION MAP

Location of various stations

Basement North - Sorting Facility

Floor area

International waste storage area

Domestic waste transfer station

FOD. Starts at basement -

SCOPE SPECIFICATION

Includes waste collection, classification, sorting, bailing, removal, and disposal of waste at an appropriate landfill/disposal/recycling/repurposing site/s

In addition, King Shaka International Airport is also committed to the reduction of pollution resulting from its activities as well as improving its environmental performance through adopting and implementing sustainability principles. This comprehensive waste management service

will aim to ensure significant reduction of its negative impact to the environment.

This is also in line with our Environmental Management Policy

Key Objectives

- Sort, store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/disposal site(s).
- Ensure that there are sufficient facilities for handling and disposal of waste within the airport.
- Ensure that the Airport's waste is disposed of in a responsible manner, i.e.,



- at approved landfill/disposal sites.
- Ensure that waste streams do not result to a nuisance to Airport users.
- Ensure scalability of monetary amounts payable depending on waste generated per month.

#### TYPE OF WASTE

- **General Waste**
- **Hazardous Waste**
- **Recyclables**

#### WASTE GENERATION - GEOGRAPHIC AREAS

Generated in the following areas:

- Terminal Building
- ACSA airside areas
- ACSA landside areas
- Offices/Satellite Buildings

#### OPERATING HOURS

- 4 am – midnight 7 days a week during flight operations however this service will run from 6 – 6

#### PERSONAL PROTECTIVE CLOTHING AND MEDICALS

The appointed service provider must make allowance for appropriate PPE for all staff in line with regulations set out by the relevant authorities.

#### SUPERVISION AND MANAGEMENT

- The service provider will ensure that a suitably experienced and qualified manager is appointed to manage the service.
- The service provider will ensure that site supervision is carried out by competent suitably qualified and experienced personnel. (Site based)
- The service provider will ensure that regulatory and legislative compliance is performed by competent individuals as specified in relevant regulations and legislation.



## **FOREIGN OBJECT DEBRIS (FOD) ANALYSIS**

FOD removal shall take place daily and will be sorted and the individual contents analysed, documented and photographic evidence saved.

## **SORTATION BAILING AND STORAGE FOR TRANSFER**

### **Provide labour to perform the following activities:**

- Receive, separate and sort waste accordingly into the various waste streams generated.
- Bailing/preparation of recyclables/non compactible waste streams and loading into designated containers/storage areas.
- Maintaining adequate stock of clean wheelie bins for rotation to all Landside, Airside, Terminal and satellite areas.
- Compacting of waste for landfill disposal.

## **TRANSPORTATION AND DISPOSAL**

### **RECYCLABLES**

#### **Diversion of waste streams**

### **NEW WASTE STREAMS**

The service provider is encouraged throughout the contract to identify new recyclable waste streams to divert waste from landfill. Where new streams are identified ACSA will enter into negotiations with the appointed service provider with a view to reach a mutually beneficial agreement between ACSA and the service provider.

### **EQUIPMENT**

All equipment must be kept clean and in good condition. Service and maintain equipment in accordance with the Original Equipment Manufacturer (OEM) requirements

### **DOCUMENTATION**

The following documentation must be provided by the appointed Service Provider:

- Disposal Sites permits / licenses.



- Waste Reports

**The weekly report must include:**

- Waste volumes
  - Recyclable volumes
- Represents actual waste generated in real time.

**Computerized Maintenance Management System (CMMS)**

Note: These contract deliverables will interact extensively with ACSA's CMMS system, which will produce scheduled PM and WO (documentation) that must be completed within the agreed timeframes. The work orders/task orders will have unique reference numbers. All additional specific / specialized inspection and maintenance sheets must be attached to the appropriate work order and submitted to the ACSA CMMS coordinator.

**OCCUPATIONAL HEALTH AND SAFETY PLAN**

An Occupational Health and Safety Plan in line with the Occupational Health and Safety Act as well as in line with ACSA guidelines must be submitted. Work will only commence once the plan has been approved by the Safety Manager and a permit to work is issued

**EMERGENCY RESPONSE PLAN**

The appointed contractor will have an onsite emergency response plan to deal with various emergencies (including, but not limited to: spills and pollution, flood, fires, bombs, industrial action /unrest etc.) that will be documented and available on site.

The above plan must include emergency response and a spill containment plan.

Adequate spill and pollution clean-up materials must be available on site at all times, and staff must be appropriately trained to conduct clean-ups. Proof of such training material must be available on site at all times.

The emergency response plan shall be simulated within 7 days of commencing with the contract. The appointed service provider shall ensure that all requirements including training is implemented to carry out the simulation.

Further, simulation will take place on an annual basis where findings and observations from the simulation shall be carried through in the form of lessons learned, refresher training and updates to the emergency response plan



### **WASTE OPERATIONAL AND MAINTENANCE PLAN**

The contractor is to provide ACSA with a Waste Operational and Maintenance plan for the site operations.

ACSA will provide the awarded service provider with relevant plans and procedures to compliment the plan developed by the service provider.

The Department of Environmental Affairs reserves the right to conduct scheduled Audits and the contractor is to ensure compliance as per the outcome of these audits.

The contractor is to ensure that they implement an Environmental Management System aligned with ISO14001, latest revision.

### **CONTINGENCY PLAN**

The contractor is to provide ACSA with contingency plans demonstrating ability to maintain continuity of service that will cover but is not limited to the following aspects:

- Labour unrest – Risks arising from labour disputes.
- Civil unrest – Risks arising from public/civil unrest.
- Staff turnover (How will replacement of resources be managed)
- High levels of absenteeism.
- Natural disasters (example: global pandemics such as COVID19, Acts of nature such as flooding etc)
- ACSA's exposure to disposal and recycling sites.
  - ACSA is not adversely affected by any changes made by the sites.
  - ACSA is not adversely affected by the contractor changing the site they utilise for disposals and recycling.
  - ACSA is not adversely impacted by increased tariffs charged by these facilities/3<sup>rd</sup> parties.

*Note: Escalation on contracted rates is limited to the consumer price inflation percentage applicable on the anniversary of the contract each year. Additional increases will not be permitted.*

### **LEGAL REQUIREMENTS**

The service provider is required to ensure compliance with all legal requirements pertaining to this service. This includes national, regional legislation as well as local Municipal By-Laws. The key legislation includes but is not limited to the following:

National Environmental Management: Waste Act, Act 59 of 2008: provides the guidelines

for waste management, transportation, disposal, classification, records, licensing and permits



etc. This service must be in full compliance with this Act.  
Section 28 of NEMA places a legal "duty of care" on all people and a 'polluter-pays-principle', the service provider will be required to comply with all NEMA requirements.  
The Constitution (Act 108 of 1996): Entitles all South Africans the right to a healthy environment and states that the environment should be protected for the benefit of present and future generations.  
Occupational Health and Safety Act: Section 9 of the Occupational Health and Safety Act 1993 also imposes a duty on companies and directors to ensure, as far as reasonably practicable that persons other than just those in their employ who may be directly affected by their activities are not exposed to health and safety hazards. Safety shall be strictly adhered to at all times.

### **INCIDENTS**

All safety incidents must be reported to the Service Manager and subsequently to the Safety Manager in writing.  
All environmental incidents must be reported to the Service Manager and subsequently to the Environmental Manager in writing. Records of the above must be kept on site at all times.

### **INSPECTIONS AND AUDITS**

ACSA always has a right to inspect and audit the facilities of the service provider. Corrective measures must be taken at the cost of the service provider to address noncompliance's found.  
The service provider is also required to inspect its own facilities per prevailing regulation and provide proof when required.  
The service provider must provide a list of personnel appointed in terms of the Occupational Health and Safety Act as well as those appointed to oversee environmental compliance.

### **REPORTING**

**Weekly reports** with applicable statistics.  
**Monthly report**, with all the documentation mentioned above. This shall include proof of equipment maintenance, and calibration. A maintenance schedules must be submitted together with this proposal.  
**Annual reports.** Annual reports must show annual trends in waste management. A report framework will be finalized once the service provider has been appointed.



The report must be in a format that is user friendly and is to ACSA's satisfaction. **Final integrated** report at the end of the contract period. Final report to be submitted in an electronic format as well as a hard copy. A report framework will be finalized once the service provider has been appointed. The report must be in a format that is user friendly and is to ACSA's satisfaction.

### **ESCALATION**

Escalation will be limited to a maximum of Consumer Price Inflation (CPI) on the anniversary date of the contract.

### **INVOICING**

Invoices will be itemized per the price schedule.

When invoicing, the *Contractor* shall ensure that all required reports for the corresponding month are attached to the monthly invoice. The contractor shall keep copies of all reports for at least five (5) years from the issue date. All reports shall be in a format as agreed with the Service Manager from time to time.

The *Contractor* shall address the tax invoice to ACSA and include on each invoice the following information:

- Name and address of the Contractor and the Employer;
- The contract number, Blanket Purchase Order Number and contract title;
- Contractor's VAT registration number;
- The Employer's VAT registration number;
- Description of service provided for each item invoiced based on the Price List;
- Total amount due invoiced excluding VAT, the VAT, and the invoiced amount including VAT
- Duly completed signed payment certificate

All payments shall be made by electronic transfer into the *Contractor's* bank account.

The *Employer* may set off any amounts due and payable from the *Contractor* pursuant to the terms of this Agreement against any amounts payable by the *Employer* to the *Contractor* on any invoice. If the amounts payable by the *Contractor* to the *Employer* exceed the amounts payable by the *Employer* to the *Contractor* pursuant to an outstanding invoice under this





Agreement, then, at the *Employer*'s option, the Service Provider shall either issue a credit note for

The net amount which the *Employer* may set off against any other invoices rendered by the *Contractor*, or promptly pay the amount to the *Employer*.

### **ENABLEMENT PROVISIONS**

Provided by ACSA

- Waste sortation and storage area located in the terminal basement.
- Waste satellite stations
- Waste transfer and storage stations located on the airside of the airport precinct.
- Common use ablutions / showers / change rooms
- Water – Free for use due to operational needs (Metered to track consumption)
- Electricity – Free for use due to operational needs (Metered to track consumption)

Provided by the contractor

- Supervision and management
- Equipment, tools and machinery to discharge the service  
All tools used shall be safe and in good working conditions. All electrical tools shall be properly insulated to alleviate electrocution risk. All tools used needs to be inspected and recorded in the tool inspection sheet. The *Service Manager* reserves the right to have access to the maintenance records of the *Contractor's* plant and equipment, when requested.
- Labour as required
- Weigh scale to track quantities of waste generated, sorted and disposed.
- (ACSA intends interfacing Building Management System (BMS) software to the scales to track and monitor waste quantities. ACSA intends creating this interface when viable to do so.)



#### MANDATORY EVALUATION CRITERIA

Presented in detail. Please refer to attachment number 9

COLLECTION SCHEDULE was presented, Refer to attachment 2 in the published documents

SITE LAYOUT and FLOOR LAYOUT were presented Refer to attachment 4.1 and 4.2 respectively in the published documents

WASTE MONITORING REPORT was presented Refer to attachment 3 in the published documents

SERVICE LEVEL AGREEMENT was presented with emphasis on Performance Management:

- Key Performance areas and
- Low Performance Damages

Refer to attachment 7 in the published documents

LIST OF RETURNABLE DOCUMENTS was presented Refer to attachment 8 in the published documents

#### FUNCTIONALITY EVALUATION CRITERIA

- **COMPANY EXPERIENCE**
- Bidder must provide reference letters in order to score points.
- All contracts used as a reference must have handled a minimum monthly quantity of: General waste, Hazardous waste and Recycling waste
- **KEY PERSONNEL**
- Bidding entity to provide a comprehensive CV for Key Personnel that have previous experience relevant to **Integrated Waste Management**.
- **SUPERVISOR EXPERIENCE**
- The Supervisor must have a minimum of two (2) years' experience in integrated waste management
- The CONTRACT MANAGER must have a minimum of four (4) years' experience in integrated waste management
- **KEY PERSONNEL TRAINING**
- Provide necessary training as detailed in the functionality evaluation requirements
- **METHODOLOGY, APPROACH & INNOVATION**
- Bidder must approach methodology as detailed in the functionality



	<p>evaluation requirements</p> <p><b>PRICING SCHEDULE</b> The Pricing Schedule was presented in detail. Please refer to Attachment number 11 of the published documents.</p>
<b>3</b>	<p><b>Questions and Answers</b></p> <p>Asked if Bill of Quantities could be sent as a soft copy (Excel Format)</p> <p>Answer</p> <ul style="list-style-type: none"><li>• Yes, Will be sent to bidders. Bidders to request via email</li></ul> <p>What is Contract Data? Do we insert signed acknowledgement there?</p> <p>Answer</p> <ul style="list-style-type: none"><li>• NEC 3 Term Service Contract. Draft Contract data document must be completed and returned with your submission Yes, the final contract will contain the contract data that had been drafted for this tender. Any amendments and attachments that arise from the concluded tender process will be included to make up the final contract document which will be reviewed and then signed by the successful bidder.</li></ul> <p>Please explain on the Functionality Evaluation Criteria last point on innovation on the proposed savings</p> <p>Answer,</p> <p>Savings that can be achieved through innovative solutions will be shared in a 50/50 ratio based on the percentage tendered. This will be based on the monthly amount due after credits have been deducted. For greater clarity bidders to refer to the functional criteria</p>



and to be understood with the explanation provided in the site briefing.

Bidder to refer to **METHODOLOGY, APPROACH & INNOVATION on item 3.2 for full details on this**

Do total functionality points get carried forward to the price and BBBEE phase?

Answer

- No. Points scored under functionality evaluation are used to determine as to which bidder/s get evaluated on Price and BBBEE after they have met the required points on Functionality evaluation. The points scored on functionality are not carried forward to price and BBBEE.

Current Volumes on Waste Monitoring Document

Answer

- Provided on Annexure C – KSIA waste monitoring report

It looks like ACSA wants non landfill solution if it brings in revenue.  
It looks like Pricing structure is based on variable costs, what about the contractor's fixed costs

Answer

Contractor will be paid for actual work done. Tonnage or volume of waste collected, sorted and disposed/reused/recycled. All contractor costs must be factored into the rate per unit of work (i.e. per ton/per kg/per litre etc)  
The only fixed costs on this contract are stated in section D of the price schedule.

Is there a way ACSA can stabilize on number of sorters to be brought in?

Answer

- Bidder asked to email the question so that proper response can be provided
- Answer still outstanding

How long does it take for someone to be approved for permits?



	<p>Answer</p> <p>Information to be sent to the bidders</p> <p>Request for photos for current airside operations</p> <ul style="list-style-type: none"><li>• Yes, they can be made available</li></ul> <p>Can galley waste be treated as hazardous?</p> <ul style="list-style-type: none"><li>• Galley waste is regarded as hazardous waste currently.</li></ul> <p>Can meeting recording be sent to bidders?</p> <p>Answer</p> <ul style="list-style-type: none"><li>• Yes, however will check with IT Department as meeting recording falls within IT Departmental approval.</li></ul>
<b>4</b>	<b>Bid Document Presentation</b>
	<p>The following were presented:</p> <ul style="list-style-type: none"><li>• Bid documents availability: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> and <a href="http://www.airports.co.za">www.airports.co.za</a>. Bidders were asked to send email request should they still not be in possession of documents</li><li>• Courier submission will be accepted. Bidders to make sure that their couriers know where they are submitting and complete the bid closing register.</li><li>• Late submission will not be accepted</li><li>• Bid closing date 7<sup>th</sup> of October 2021</li><li>• ACSA does not have a tender box that is accessible 24 hours instead tender boxes located at Reception and is accessible during office hours (8am – 4pm Mon-Fri excluding weekend end and public holidays).</li><li>• No Public opening</li><li>• Corrections to bidders' submissions is allowed before the closing date and time</li><li>• Payment Terms: 30 days from date invoice</li><li>• BBBEE requirements: No Prequalification criteria. Valid BBBEE will be used on 80/20 evaluation, but it is not a disqualifying criterion.</li><li>• Minutes, presentations, and addendums will be emailed to bidders that have attended the noncompulsory briefing session and will also be published in the two websites mentioned above.</li><li>• Bidders were informed that the bid documents were issued free of charge and bidders must download them on the website as mentioned above.</li></ul>



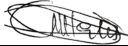


- Bidders to beware tender scams as suppliers had in the past fell victims to ACSA fictitious tenders.
- SUBMISSION DELIVERY ADDRESS: ACSA, KSIA, Reception, MSO Building, La Mercy, ground Floor. Please submit during office hours 8am – 4pm. MON- Fri. Weekends and public holidays we are closed
- Bidding entity name and contact details, company stamp if possible
- Page 6 Acceptance of Terms and Conditions, please complete fully and sign, Authorised person to sign
- Bidders were informed to please address their questions in writing and email them to [Procurement3.KSIA@airports.co.za](mailto:Procurement3.KSIA@airports.co.za)
- Bidders to note the closing date of questions: 7<sup>th</sup> of October 2021
- Submission of documents: Original and a copy
- Late bids not accepted
- Bid Responses, Prepared in accordance with bid document
- Bid Validity period is 120 working days. During this time prices must remain firm and valid. ACSA may request extension of bid validity period.
- Bidders were made aware of TIP Off Anonymous
- Bidders were asked to read section that deals with Special instructions to bidders who submit as JVs or Subcontractors
- Bidders were asked to sign Non-Disclosure Agreement for the Confidentiality of information
- EVALUATION PROCESS AND CRITERIA: Predetermined evaluation criteria. Bidders will be evaluated on Mandatory, Functionality, Pricing and BBBEE
- PRICE AND BBBEE: Read Pricing Instructions on Page 12, Pricing Schedule is on attachment 11, Submit valid BBBEE certificate or sworn affidavit in order to claim BBBEE points
- INSURANCE REQUIREMENTS: Please sign (Authorized Signature) for Insurance requirements acknowledgment. Refer to Attachment 6 Annexure F for detailed insurance requirements

**OTHER ESSENTIAL DOCUMENTS, SCHEDULES, AND DECLARATIONS:**

- CSD, TCC, Declaration of Interest, Preference Points Claim Form, BBBEE or BBBEE Sworn Affidavit
- Declaration of Bidders past supply chain practices, Cert of Independent determination, Declaration Of correctness of bid, NDA, Record of Addenda, Authority for signature, CIPC registration, ID Documents, Share Information, Founding statement, JV agreement, LOGS, Form of Offer,
- Most of the above documents must be submitted, Forms fully completed, dated signed by authorised signatory, some will need to be witnessed.
- Form of Offer and acceptance must be completed signed and witnessed. Bidder name must be completed on page 43 of 49. The offer must be in words as well as numbers. Numbers and words must agree. Your offer must also agree to your 5 years pricing schedule. Offer is inclusive of VAT



5	Closure			
	Meeting closed at 15:35			
6	<b>APPROVAL OF MINUTES</b>			
	<b>ACSA ATTENDEES</b>		<b>SIGNATURE</b>	
	Johnson Mji	(JM)		
	Narandrin Nagiah	(NN)		
	Celiwe Mabuyakhulu	(CM)		
	Nelisiwe Ndlovu	(NN)	