



ANNEXURE A

TERMS OF REFERENCE

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE RECYCLING AND DESTRUCTION SERVICES
(NON-COMPLIANT PRODUCTS) TO THE NRCS FOR A PERIOD OF 60 SIXTY MONTHS
(NRCS 006-2026/2027)**

NON-COMPULSORY BRIEFING SESSION TO BE HELD ON 28 JULY 2026 @ 10:30-12:30

NON-COMPULSORY BRIEFING SESSION TO BE HELD ONLINE

**BIDDERS WHO ARE INTERESTED IN JOINING THE SESSION SHOULD SEND THEIR EMAIL ADDRESS TO
GLENDA.MATHANE@NRCS.OR.ZA BEFORE THE DATE OF SESSION FOR LOGISTIC PURPOSES BEFORE 20 JULY 2026**

28 JULY 2026 @ 11:00

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TERMS OF REFERENCE / SPECIFICATIONS

1. BACKGROUND

The NRCS' mandate is to ensure human health, safety and to protect the environment as prescribed in the National Regulator for Compulsory Specifications Act, 2008 (Act 5 of 2008) hereinafter called the NRCS Act, the Legal Metrology Act, 2014 (Act 9 of 2014) hereinafter called the LM Act.. The NRCS has different business units that are responsible for market surveillance inspections in the spectrum of the different compulsory specifications which fall within their area.

The NRCS removes non-compliant goods from the market and port of entry on a daily basis to protect the local industry and the consumers. The NRCS has the power, amongst other powers, to destroy the identified and confiscated non-compliant products.

2. PURPOSE

The NRCS seeks to enlist a panel of service providers to destroy non-compliant products as identified. The service provider is expected to implement an environmentally friendly waste management solution.

The destruction or recycling of products is a continuous process and is dependent on the products found non-compliant in the market. During this contract there will be multiple destruction engagements. These will be limited to successful bidders that will be enlisted in the panel.

3. SCOPE OF WORK / DELIVERABLES

3.1. The NRCS requires reputable service providers who comply with the requirements of the National Environmental Management Waste Act 2008, to destroy and/or recycle the non-compliant goods attached in Annexures B.

- Electrotechnical Products.
- Automotive Products.
- Chemicals, Materials and Mechanical Products.
- Legal Metrology Products; and
- Food and Associated Industries

The service providers must provide transportation for the non-compliant goods from the NRCS mandated Storage Facilities regionally to the destruction site.

3.2. The service providers must be able to do the following amongst others:

- Destroy or recycle all/ or some goods as listed in Annexures B for Gauteng, Cape Town, Durban and Port Elizabeth.
 - Indicate capability to transport, destroy or recycle products listed in Annexure B separately.
 - Provide proof of suitable transport to transport products from the NRCS mandated Storage Facilities to the destruction site.
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- Lift, stack and pack non-compliant goods from the NRCS mandated Storage Facilities to the place of destruction site.
- The preferred bidders must indicate their capability for Gauteng, Cape town , Durban and Port Elizabeth operational sites (places where these services can be provided);
- Provide labour to lift, stack and pack non-compliant goods.
- Securing of non-compliant goods at all times whilst in their possession.
- Compliance with all applicable relevant legislation.
- For hazardous waste including but not limited to chemicals must be able to do classifications and/or provide the relevant certification.
- If required marquee/tent and refreshments for stakeholders witnessing the destruction.

4. DURATION

The duration of the project is five years sixty (60) months from the date of enlistment and the NRCS may conclude a Service Level Agreement with preferred bidders.

5. SPECIAL CONDITIONS OF THE TENDER

- 5.1. This bid follows a two-stage bidding system (1st stage: enlistment, 2nd stage: invitation to bid as and when required). The 2nd stage is reserved for only enlisted bidders.
 - 5.2. The NRCS may disqualify any bidder whose proposal contains a misrepresentation which is materially incorrect or misrepresented.
 - 5.3. The NRCS reserves the right to impose penalties should the service provider fail to perform the services within the specified period(s) in the contract, deduct from the contract price, as a penalty, a sum calculated on the unperformed services using the current prime interest rate. The preferred bidders to submit/provide a disposal certificate to the NRCS of the products once they have been destroyed.
 - 5.4. Confidentiality
 - 5.4.1. Bids submitted will not be revealed to any other bidders.
 - 5.4.2. All information pertaining to the NRCS obtained by the bidder as a result of participation in this bid is confidential and must not be disclosed without written authorisation from the NRCS.
 - 5.5. The NRCS will not be held liable in case of negligence and recklessness by or on the part of the service provider from collection, transportation and destruction of products.
 - 5.6. The NRCS require the preferred bidder to make sure they have sufficient cover for loss of non-compliant products in their possession,
 - 5.7. The service provider on appointment will be required to have public liability and professional indemnity cover
 - 5.8. Any proceeds emanating from re-cycling process should be off set from the pricing to the NRCS.
 - 5.9. The NRCS may negotiate with all or some of the enlisted bidders in relation to the prices quoted during the tenure of the panel. NRCS reserves the right not to appoint any bidder whose prices are not market related.
 - 5.10. Bidders will be permitted to view the products in advance for quoting (pricing) purposes.
 - 5.11. The NRCS reserves the right to confirm capability of bidder.
 - 5.12. The NRCS reserves the right to amend scope of work by adding products for recycling/destruction as and when regulations or
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compulsory specifications are amended or developed and gazette from time to time

- 5.13. The panelist will be contracted for each region where they have capability. Clause 6.4 will be followed per each regional destruction engagement.
- 5.14. A site visit will be conducted during stage 1 methodology evaluation.

6. Procurement policies and procedure

- 6.1 This bid follows a two-stage bidding system (1st stage: enlistment, 2nd stage: invitation to bid as and when required). The 2nd stage is reserved for only enlisted bidders.
- 6.2 The general conditions of tender, the National Treasury General Conditions of Contract (GCC), Service Level Agreement and order will be applicable to this tender.
- 6.2 The NRCS reserves the right to award the bid in full or part.
- 6.3 The successful service providers will be registered as part of the panel for a period of 5 years
- 6.4 The Successfully enlisted bidders (Panelists) will be invited for a quote or bid, based on the applicable category(ies) in instances where a need arises. The invitation will contain all specific requirements including qualification criteria where applicable and will be subjected to 80/20-point scoring system as per PPPFA and its Regulations 2022.

7. MINIMUM REQUIREMENTS

Failure to comply with and adhere to the following mandatory requirements will invalidate the bid:

- a) The Company must be in possession of a waste management license for their primary recovery site (Certificate of registration for waste recovery) as per - NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT 59 OF 2008.
- b) Submission of late bids will not be accepted

NB: The prospective bidder must be registered on Central Supplier Database (CSD) prior to submitting bids

The following key information will be accessed and verified on CSD, namely:

- i. Business registration, including details of directorship and membership.
- ii. Tax compliance status

Bidders must complete and sign the SBD 1, 4, 6.1 forms as mandated, failure to do so may lead to disqualification or non-allocation of preferential points where applicable.

8. FUNCTIONALITY EVALUATION CRITERIA

NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned below (e.g. details of relevant previous work undertaken, letters from previous /current clients. etc.).

Minimum Required Score for functionality is: 70 points and any **bidder scoring less than 70 points will not be considered for further evaluation.** Service Providers that meet the minimum functionality threshold of 70 points will then be enlisted in a panel. For all service providers enlisted in the panel, they will be invited to quote or tender as and when a need arises for destruction of specific categories of non-compliant goods during the tenure of the panel.

No	Criteria	Points
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1	<p>Reference Letters/ Past relevant Experience</p> <p>References should be presented in the form of written signed letters on an official letterhead and from different clients where similar services have been rendered.</p>	<ul style="list-style-type: none"> • 1 letter = (1 Value) • 2 letters = (2 Value) • 3 letters = (3Value) • 4 letters = (4 Value) • 5 letters = (5 Value) <p>Failure to submit written signed reference letters on official letterhead will result in 0 scoring</p>	<p>10 Points</p>
2	<p>Methodology and Project Plan on how the products will be destructed and recycled</p>		
2.1	<p>Capacity to transport and destroy or recycle.</p> <p>NOTE: The bidder must indicate capability for each region they are bidding for and each region must have its own tab and clearly marked. The regions are Gauteng, Cape Town, Durban and Port Elizabeth.</p> <p>The following evaluation methodology shall apply per region:</p> <ul style="list-style-type: none"> • The bidder to show mode of transport to deliver the products as stipulated in the scope of work (is the transport fit for purpose). Per each cluster of products: Automotive, Electrotechnical, Foods, Chemicals Materials and Mechanicals and Legal Metrology (various Products) • The bidder to provide method of destruction or recycling, a list of equipment/s to be used to destroy and or recycle the products as stipulated in the scope of work. Per each cluster of products: Automotive, Electrotechnical, Foods, Chemicals Materials and Mechanicals and Legal Metrology (various Products) • The bidder to show in their project plan how hazardous products and electronic waste will be identified, handled and destroyed <p>In addition : If bidder has 90% capacity to deliver in terms of annexure B (Value =5)</p> <p>If the bidder has 80% capacity to deliver in terms of annexure B (Value =4)</p> <p>If bidder has 70% capacity to deliver in terms of annexure B (Value =3)</p>	<p>The service provider must demonstrate that they have the necessary capacity to provide the destruction services as required by the NRCS and an outline of how the services are to be rendered (processes and certification and all locations)</p>	<p>70 Points</p>

	If bidder has 60% capacity to deliver in terms of annexure B (Value =2) If bidder 50% capacity to deliver in terms of annexure B (Value =1)		
2.2	The bidder to show the measures to ensure safety and security of non-compliant products within their custody in Durban, Cape Town, Port Elizabeth and Pretoria/JHB <ul style="list-style-type: none"> The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 1000m², perimeter fence or wall and security guards (Value =5) The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 900m², and security guards (Value =4) The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 800m², perimeter fence or wall and security guards (Value =3) The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 700m², perimeter fence or wall and security guards (Value =2) The service provider must provide total warehouse temporary storage of products destined for destruction measuring a minimum of 600m², perimeter fence or wall and security guards (Value =1) No security guards and premises measuring below 600m² = 0 <p>NOTE: Total warehouse space for each regions (CPT, DBN, PE, PTA/JHB)</p>		20 Points
	Minimum threshold		70 Points
	Total		100 Points

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criteria. These marks will be added and expressed as a fraction of the best possible score for all criteria.

8. PACKAGING OF BID

The bidder shall place the Bid Proposal envelopes into an outer envelope or package, and must be clearly marked as follows: NB: The bid proposal envelope shall contain one original hard copy document, clearly marked “original”, and three (3) hard copies, clearly marked “Copy” (i.e. three documents to be included in each envelope. A soft copy be submitted as well either by memory stick.

Bid No. NRCS 006-2026/2027

Description: Appointment of a panel of service providers to provide recycling and destruction services (non-compliant products) to the NRCS for a period of 60 (sixty) months (NRCS 006-2026/2027).

Bid closing date and time: 28 July 2026 at 11H00 (Submission of late bids will not be accepted)

Name and address of the bidder: _____

NB: The bid proposal envelope shall contain one original hard copy document, clearly marked “original”, and three (3) hard copies, clearly marked “Copy” (i.e. three documents to be included in each envelope. A soft copy be submitted as well either by memory stick or disc.

Bidders can courier the bid proposal, the onus is on the bidder to ensure that their bid proposal is received by the due date and time by the NRCS.

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:

Description	Submitted (Yes/No)	Description
Schedule 1	Valid and original SARS Tax Clearance Certificate – CSD Report will be used to verify Tax Compliance status	
Schedule 2	Latest company registration certificate from the Companies and Intellectual Property Commission (CIPC) / Proof of company registration -	
Schedule 3	Proof of accreditation in terms of the Waste Accreditation Act No 59, of 2008	
Schedule 4	Functionality Evaluation Criteria Documentation	
Schedule 5	Certified ID copies of the directors / trustees / shareholders and their shareholding percentages	
Schedule 6	Original and valid B-BBEE status level verification certificate or a certified copy thereof.	