NKOMAZI SEZ
TREASURE OF OPPORTUNITIES
An Entity of the Department of Economic Development and Tourism

# REQUEST FOR PROPOSALS (RFP) FOR PROCUREMENT OF SERVICES

## DESCRIPTION OF WORK

**REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDER TO DEVELOP A WASTE MANAGEMENT PLAN FOR THE NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ), KOMATIPOORT, MPUMALANGA.**

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## PROPOSAL DETAILS

**RFP NUMBER: RFP 025-26/27**

**Closing Date : 25 NOVEMBER 2026**

**Time : 12H00**

**Compulsory Briefing session:** Yes ☐ No ☐

**If Yes, Date and time of compulsory briefing session:**

**Date: _____ Time: 10:00 am**

## DETAILS OF RESPONDENT

**Name of bidder:** .....

**CSD Number** : .....

**Amount** : ..... **(VAT INCL)**

*Please indicate whether it is the original or copy, tick the applicable block*

*ORIGINAL* ☐ *COPY* ☐

# REQUEST FOR PROPOSALS (RFP)

## 1. GENERAL CONDITIONS OF THE RFP:

- The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000000 (all applicable taxes included) will be used for this bid.
- The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- Proposals must be valid for a period of 30 days
- The Bidder's Proposal to bear correct contact details and address
- Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- The bidder must be registered on the Central Supplier Database (CSD)
- This bid will **not** be evaluated on functionality

## 2. MANDATORY REQUIREMENTS (RESPONSIVENESS / QUALIFICATION)

The following mandatory documentation shall be submitted with the Proposal. Failure to submit any of the mandatory requirements may result in the proposal being deemed non-responsive:

| No. | Document Required | Submitted (Yes / No) | Page Reference |
|---|---|---|---|
| **1.** | **EAPASA Registration:** Valid registration certificate with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as a registered Environmental Assessment Practitioner (EAP). *Note: Candidate registrations will not be accepted.* | | |
| **2.** | **EAP Experience:** Proof that the registered Environmental Assessment Practitioner (EAP) has a minimum of five (5) years of experience. | | |
| **3.** | **RFP Documentation:** Fully completed and signed Request for Proposals (RFP) documentation. | | |
| **4.** | **Company Registration:** Valid company registration documents (e.g., CIPC registration certificates). | | |
| **5.** | **EAP Credentials:** Detailed Curriculum Vitae (CV), certified copy of Identity Document (ID), and certified copies of qualifications for the proposed registered EAP. | | |
| **6.** | **Contactable References:** At least two (2) reference letters that has traceable contactable references for similar projects successfully completed within the last five (5) years. | | |
| **7.** | **Company Profile:** Comprehensive company profile detailing relevant environmental management and monitoring experience. | | |
| **8.** | **CSD Registration:** Proof of active registration on the National Treasury Central Supplier Database (CSD). | | |
| **9.** | **Timely Submission:** Submission of the Proposal on or before the stipulated closing date and time. | | |

## 3. BACKGROUND AND INVITATION

The Nkomazi Special Economic Zone SOC Ltd (NSEZ) is a State-Owned Company established in terms of the Special Economic Zones Act, 2014 (Act No. 16 of 2014), with a mandate to facilitate industrial development, attract domestic and foreign investment, stimulate regional economic growth, promote export-oriented industrialisation and contribute to sustainable socio-economic development within Mpumalanga Province.

The Nkomazi Special Economic Zone (NSEZ) is strategically located along the Maputo Development Corridor, adjacent to the Lebombo Border Post and near Komatipoort, providing a strategic logistics and industrial platform to facilitate trade and investment between South Africa, Mozambique, Eswatini and the broader Southern African Development Community (SADC) region.

The proposed development site is situated south of the N4 National Route, opposite Komatipoort in Mpumalanga Province. The site is characterised by undulating topography with moderate to steep gradients, elevations ranging from approximately 145 m to 185 m above mean sea level, and an average annual rainfall of approximately 427 mm. The Ngweti River traverses the site in an east-west direction, presenting environmental sensitivities that require appropriate management throughout the development and operational lifecycle of the Special Economic Zone.

The current and planned development of the NSEZ comprises the establishment, construction and operation of external and internal bulk engineering infrastructure, including associated civil, electrical, water, sanitation, stormwater, road and other supporting infrastructure, as well as industrial developments, buildings, top structures and related facilities required to accommodate existing and prospective investors. These developments will progress through various stages, including planning, construction, commissioning, operation, maintenance and, where applicable, decommissioning.

The NSEZ has obtained Environmental Authorisation(s) (EA) in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA), together with approved Environmental Management Programme(s) (EMPr), as applicable to the authorised developments. These instruments establish environmental management measures, conditions and compliance obligations that must be implemented throughout the relevant project lifecycle. Additional environmental licences, permits, water-use authorisations, waste-related approvals and other regulatory approvals may also apply, depending on the nature, location and activities of individual development packages.

In view of the scale and phased implementation of the NSEZ, effective environmental management is required to ensure that development activities, infrastructure projects, industrial facilities and associated operations are undertaken in accordance with applicable environmental legislation,

authorisation conditions, approved management plans and relevant regulatory requirements. Particular attention is required in relation to waste management, pollution prevention, protection of water resources and sensitive environmental features, erosion and stormwater control, biodiversity protection, environmental monitoring, rehabilitation and the prevention of environmental incidents.

Accordingly, the NSEZ SOC Ltd hereby invites suitably qualified and experienced Environmental Assessment Practitioners (EAPs), registered with the Environmental Assessment Practitioners Association of South Africa (EAPASA), to submit tenders for the provision of professional services for the development of a Waste Management Plan (WMP) for the NSEZ's infrastructure, industrial development and associated operational activities.

The scope will encompass applicable external and internal bulk engineering infrastructure, civil and electrical infrastructure, industrial projects, buildings and top structures, and associated facilities and operational activities within the NSEZ. Waste management services will address the relevant construction and operational waste streams, including waste minimisation, segregation, handling, storage, transportation, recycling, recovery, treatment and lawful disposal, as applicable to each project and facility.

Respondents must demonstrate appropriate academic qualifications, current professional registration with EAPASA as a Registered Environmental Assessment Practitioner, and demonstrable experience in waste management for large-scale bulk engineering infrastructure, industrial developments and associated operational facilities.

Preference may be afforded, where permitted by the applicable procurement policy and tender evaluation criteria, to service providers with demonstrable experience in Mpumalanga Province or neighbouring provinces.

The objective of this appointment is to support the NSEZ SOC Ltd in maintaining environmental legal compliance, strengthening environmental governance, promoting responsible waste management, minimising adverse environmental impacts and embedding sustainable environmental management practices throughout the development and operational lifecycle of the Special Economic Zone.

## 4. PROJECT LOCATION

The project is located within the Nkomazi Special Economic Zone situated near Komatipoort in the Nkomazi Local Municipality, Mpumalanga Province, South Africa. The project area forms part of the strategic Maputo Development Corridor and lies adjacent to the N4 National Route. Construction activities may extend across multiple work fronts associated Bulk Engineering




*Figure. 1. Site Location of the Nkomazi Local Municipality within the greater Mpumalanga and surrounds*

## 5. PURPOSE OF APPOINTMENT

The purpose of this appointment is to develop a comprehensive Waste Management Plan (WMP) to guide the effective management of waste generated during the construction, commissioning and operational phases of the Nkomazi Special Economic Zone (NSEZ), as applicable to the relevant development packages and facilities. The WMP shall establish appropriate procedures and measures to promote waste minimisation, resource efficiency, reuse, recycling, recovery and the environmentally sound management of waste, in accordance with:

a) the applicable Environmental Authorisation(s) (EA) and associated conditions;

b) the approved Environmental Management Programme(s) (EMPr);

c) applicable national, provincial and municipal environmental and waste management legislation, including the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), as amended;

d) applicable waste management licences, permits, authorisations and municipal requirements;

e) relevant environmental management standards, guidelines and recognised waste management best practices; and

f) contractual environmental obligations and applicable waste management requirements of the NSEZ SOC Ltd, contractors, developers, tenants and operators.

The appointed service provider shall identify the anticipated waste streams, classify waste where required, assess waste generation and handling practices, and establish appropriate procedures for waste segregation, storage, collection, transportation, reuse, recycling, recovery, treatment and lawful disposal. The WMP shall also define the roles and responsibilities of relevant stakeholders, waste tracking and record-keeping requirements, monitoring and reporting arrangements, and corrective measures for addressing waste management non-compliances.

The objective is to provide the NSEZ SOC Ltd with a practical and implementable framework for ensuring that waste is managed responsibly throughout the applicable project lifecycle, preventing pollution and environmental harm, promoting the circular use of resources, and supporting compliance with applicable legal, regulatory and contractual obligations.

## 6. SCOPE OF WORK

The service provider is expected to deliver the following:

### 6.1 Waste Audit and Baseline Assessment

- **Waste Generation Assessment:** Conduct a thorough assessment of waste generation across all campuses and residences. This includes waste from academic buildings, dining facilities, student residences, laboratories, sports facilities, and outdoor areas.
- **Waste Composition Analysis:** Analyse the composition of the waste generated (e.g., organic waste, recyclable materials, hazardous waste, general waste) to determine the current segregation and disposal methods.
- **Infrastructure Evaluation:** Assess existing waste management infrastructure, such as bins, recycling stations, waste collection points, and storage facilities.
- **Waste Collection and Disposal Practices:** Evaluate current waste collection, transport, and disposal practices, identifying inefficiencies and areas for improvement.
- **Baseline Data Development:** Develop a baseline for waste generation across different departments, residences, and operational areas of the NSEZ to set benchmarks for future improvements.

### 6.2. Waste Reduction Strategies & Policies

- **Waste Prevention:** Propose measures to reduce overall waste generation through the promotion of reusable materials, digitalization, and sustainable procurement policies.
- **Recycling Program Enhancement:** Recommend improvements to the NSEZ's recycling

program, including new recycling stations, better bin labelling, and separate collection services for recyclables like paper, plastic, and glass.

- **Composting and Organic Waste Management:** Identify opportunities for on-site composting of food and organic waste generated by dining halls, cafeterias, and landscape maintenance.
- **Hazardous Waste Management:** Develop protocols for the proper collection, storage, and disposal of hazardous materials.
- **Waste Management Policies:** Draft Waste Management Policy for the NSEZ, outlining long-term goals for efficiency, conservation, and sustainability.

### 6.3. Infrastructure and Equipment Upgrades

- **Waste Bin Design and Placement:** Review and optimize the location, type, and quantity of waste bins across campuses and residences to facilitate easy waste segregation and collection.
- **Recycling Stations:** Propose the installation of dedicated recycling stations at strategic points, including student residences, academic buildings, and common areas.
- **Waste Storage Areas:** Assess and propose improvements for waste storage facilities to prevent environmental contamination and comply with regulatory standards.
- **Transportation of Waste:** Evaluate the efficiency of waste transport logistics within the NSEZ premises and suggest cost-effective solutions for timely and sustainable waste disposal.

### 6.4. Monitoring, Reporting, and Waste Tracking

- Monitoring System: Implement a system for tracking the types and volumes of waste generated in different areas, with a focus on increasing recycling rates and reducing general waste.
- Key Performance Indicators (KPIs): Establish KPIs to monitor progress in waste reduction, segregation, and recycling over time.
- Reporting: Develop a reporting framework for waste generation, recycling, and disposal activities. Provide periodic reports on waste management performance and highlight key areas for further improvement.

### 6.5. Training and Awareness Programs

- Training: Develop and implement training programs for NSEZ relevent personnel on proper waste segregation, recycling practices, and hazardous waste handling.
- Awareness Campaigns: Design awareness campaigns targeting students, faculty, and staff, promoting waste reduction, recycling, and sustainable consumption habits.
- Engagement Initiatives: Propose and organize waste reduction initiatives for student residences, departments, and campus buildings to incentivize sustainable waste practices.

### 6.6 Compliance and Regulatory Requirements

- Ensure that the Waste Management Plan (WMP) complies with South African waste management laws and regulations, primarily the National Environmental Management: Waste Act (NEMWA, Act 59 of 2008).
- Align the plan with provisions of the National Waste Management Strategy (2020 and draft 2026).
- Align with Best Practicable Environmental Options of the waste management and the waste hierarchy, SANS waste management standards, Environmental Authorisation (EA), Environmental Management Programme (EMPr) and Sustainable Development Goals (SDGs).
- Facilitate approval with the appropriate competent authority for the approval of the Waste Management Plan and secure approval.

### 6.7. Budgeting and Financial Planning

- Prepare cost estimates for implementing all recommended waste management measures.

### 6.8. Long-Term Waste Management Strategy

- Sustainability Roadmap: Develop a long-term sustainability plan for waste management that includes continuous improvement measures, technological upgrades, and resource conservation strategies.
- Partnerships with Recycling Vendors: Identify and establish partnerships with recycling vendors and waste management companies to improve the collection, transportation, and processing of recyclable materials.

- Zero Waste to Landfill Goals: Provide recommendations for achieving "zero waste to landfill" or other waste minimization goals.

## 7. KEY DELIVERABLES AND CONTRACTUAL DUTIES

The appointed service provider shall provide professional waste management planning services for the development of a comprehensive Waste Management Plan (WMP) for the Nkomazi Special Economic Zone (SEZ), located in Komatipoort, Mpumalanga. The WMP must establish a practical, legally compliant and implementable framework for the prevention, minimisation, segregation, collection, storage, transportation, recovery, recycling, treatment and disposal of waste generated within the SEZ.

The service provider shall undertake the assignment in accordance with applicable South African environmental and waste management legislation, relevant municipal requirements, applicable industry standards and the requirements specified in the Request for Proposals (RFP).

### 7.1 Professional Qualifications, Registration and Experience

The service provider shall demonstrate that it has the appropriate qualifications, technical expertise and experience to undertake waste management planning assignments of a similar nature and scale.

The appointed service provider shall:

a) Provide suitably qualified and experienced personnel with demonstrable expertise in waste management planning, environmental management, waste characterisation, waste minimisation and resource recovery.

b) Demonstrate experience in developing Waste Management Plans for industrial developments, special economic zones, industrial parks, municipalities or comparable facilities.

c) Demonstrate knowledge of applicable South African waste management legislation, policies, standards and regulatory requirements.

d) Provide the CVs and relevant qualifications of the proposed project team, together with evidence of relevant project experience and professional registrations, where applicable.

e) Identify the project leader and the key personnel responsible for the execution, quality assurance and finalisation of the WMP.

### 7.2 Inception and Information Review

The service provider shall initiate the assignment through an inception process to confirm the project objectives, scope, methodology, programme and information requirements.

The service provider shall:

a) Conduct an inception meeting with the Nkomazi Special Economic Zone (NSEZ) and relevant stakeholders, as required.

b) Review available project documentation, planning information, land-use information, infrastructure layouts, tenant information and existing waste management arrangements relevant to the Nkomazi SEZ.

c) Identify information gaps and additional data required to develop the WMP.

d) Prepare an inception report outlining the proposed methodology, work programme, stakeholder engagement approach and deliverables.

**Deliverable:** Inception Report and approved project work programme.

### 7.3 Waste Baseline Assessment and Characterisation

The service provider shall establish an understanding of the existing and anticipated waste management requirements of the Nkomazi SEZ.

The assessment shall, as appropriate to the information available and the agreed methodology:

a) Identify existing and anticipated waste streams associated with NSEZ operations, tenants, administrative facilities, commercial activities, infrastructure and other relevant activities.

b) Characterise waste according to type, source, estimated quantity, composition, potential hazards and management requirements.

c) Assess available waste generation data and identify gaps requiring further investigation.

d) Estimate anticipated waste generation based on the NSEZ's development profile, planned industrial activities, tenant mix and operational requirements.

e) Identify opportunities for waste prevention, minimisation, segregation, reuse, recycling, recovery and circular economy initiatives.

f) Identify potential hazardous and non-hazardous waste streams and outline the appropriate handling, storage, transportation, treatment and disposal requirements.

g) Document the assumptions, limitations and data sources used in the assessment.

**Deliverable:** Waste Baseline Assessment and Characterisation Report.

### 7.4 Legislative and Regulatory Assessment

The service provider shall identify the applicable legislative, regulatory and policy framework governing waste management within the NSEZ.

The assessment shall include, where applicable:

a) The National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), as amended, and relevant regulations and norms and standards.

b) Applicable provisions of the National Environmental Management Act, 1998 (Act No. 107 of 1998), as amended.

c) Applicable municipal waste management requirements, bylaws and service arrangements.

d) Requirements relating to waste classification, temporary storage, transportation, treatment, recovery and disposal.

e) Applicable requirements for hazardous waste, waste service providers, waste facilities and relevant authorisations or licences, where required.

f) Relevant national and provincial waste management policies, strategies and plans.

g) The responsibilities of the NZEZ, SEZ tenants, waste service providers and other relevant stakeholders.

The service provider shall identify material compliance obligations and incorporate them into the WMP, including recommended actions for addressing identified gaps.

**Deliverable:** Legislative and Regulatory Requirements Register relevant to the WMP.

### 7.5 Assessment of Waste Management Infrastructure and Services

The service provider shall assess the existing or proposed infrastructure, services and operational arrangements required to support effective waste management within the NSEZ.

The assessment shall:

a) Identify existing and proposed waste collection, segregation, temporary storage, transportation, recycling, recovery and disposal arrangements, based on available information.

b) Assess the adequacy of available or planned waste management infrastructure and services against anticipated waste generation and operational requirements.

c) Identify infrastructure, capacity, logistical and service delivery gaps.

d) Assess opportunities for shared waste management services, centralised collection points, recycling facilities, waste aggregation and other appropriate resource recovery arrangements.

e) Identify potential waste management service providers, recycling markets and recovery opportunities, where relevant and feasible.

f) Recommend appropriate waste management arrangements and infrastructure requirements, taking account of the NSEZ's phased development and anticipated tenant needs.

g) Identify where further technical, engineering, feasibility or financial assessments may be required before infrastructure investments are undertaken.

**Deliverable:** Waste Management Infrastructure and Services Assessment, including identified gaps and recommendations.

### 7.6 Development of the Waste Management Plan

The service provider shall prepare a comprehensive WMP that translates the baseline findings, legal requirements and infrastructure assessment into a practical framework for implementation within the Nkomazi SEZ.

The WMP shall include, at a minimum:

a) The purpose, objectives, scope and guiding principles of the WMP.

b) A description of the NSEZ and its existing or anticipated operational activities relevant to waste generation.

c) The waste baseline, waste characterisation and anticipated waste generation profile.

d) Waste prevention and minimisation measures.

e) Procedures and recommendations for waste segregation, handling, storage, collection, transportation, recovery, recycling, treatment and final disposal.

f) Recommended management measures for hazardous and non-hazardous waste streams.

g) Waste management responsibilities for the NSEZ, tenants, waste service providers and other relevant parties.

h) Recommended waste management infrastructure, service arrangements and logistical requirements.

i) Opportunities for circular economy initiatives, industrial symbiosis, by-product exchange, reuse and resource recovery.

j) Measures to prevent illegal dumping, littering, pollution and other adverse environmental impacts associated with waste management.

k) Recommended arrangements for waste records, data collection, reporting and performance monitoring.

l) Implementation priorities, timeframes, resource requirements and estimated costs, where sufficient information is available.

m) Key performance indicators (KPIs) and targets for measuring waste prevention, diversion, recycling, recovery and disposal performance.

n) A review and updating mechanism to ensure that the WMP remains relevant as the NSEZ develops and its operational requirements change.

**Deliverable:** Draft Waste Management Plan for the Nkomazi SEZ.

### 7.7 Implementation Plan, Budget and Performance Monitoring Framework

The service provider shall develop an implementation framework to support the practical application of the WMP.

The implementation framework shall:

a) Prioritise recommended actions according to urgency, feasibility, regulatory requirements and anticipated environmental and operational benefits.

b) Identify the responsible parties for implementing each action.

c) Provide indicative implementation timeframes and dependencies.

d) Identify anticipated resource requirements and provide indicative cost estimates where adequate information is available.

e) Establish measurable KPIs and a proposed monitoring and reporting framework.

f) Recommend mechanisms for monitoring waste generation, recycling, recovery, disposal and overall waste management performance.

g) Identify capacity-building, awareness and training requirements for relevant CDC personnel, tenants and other stakeholders.

h) Recommend a process for periodically reviewing implementation progress and updating the WMP.

**Deliverable:** WMP Implementation Plan, including responsibilities, timeframes, indicative budget, KPIs and monitoring arrangements.

### 7.8 Stakeholder Engagement and Consultation

The service provider shall undertake stakeholder engagement appropriate to the scope and objectives of the assignment.

This shall include, as applicable:

a) Consultation with designated NSEZ representatives and relevant internal departments.

b) Engagement with relevant municipal authorities, waste management service providers, recycling and recovery operators, and other stakeholders identified as necessary for the assignment.

c) Identification of stakeholder roles, waste management needs, service constraints and opportunities for collaboration.

d) Facilitation of at least one stakeholder consultation or validation session, subject to the agreed project programme and NSEZ requirements.

e) Incorporation of relevant stakeholder comments into the draft WMP, with a record of material comments and how they were addressed.

**Deliverable:** Stakeholder Consultation Record and an updated draft WMP incorporating relevant feedback.

### 7.9 Final Waste Management Plan and Presentation

Following receipt of NSEZ comments on the draft WMP, the service provider shall address the comments and submit the final WMP.

The service provider shall:

a) Incorporate agreed revisions and provide a response to material comments raised by the CDC and relevant stakeholders.

b) Submit a final, professionally formatted WMP suitable for organisational use and implementation.

c) Provide the supporting registers, tables, implementation schedules, KPIs and other technical appendices developed as part of the assignment.

d) Present the key findings, recommendations, implementation priorities and resource implications to the NSEZ, if required.

e) Submit editable electronic versions of the final report and supporting documents, together with PDF copies.

**Deliverables:**

- Final Waste Management Plan for the Nkomazi SEZ.
- Final implementation plan, budget estimates and performance monitoring framework.
- Supporting registers, appendices and stakeholder consultation records.
- Presentation of key findings and recommendations, where required.

### 7.10 Contractual and Quality Requirements

The service provider shall:

a) Execute the assignment in accordance with the approved scope, work programme and agreed deliverable dates.

b) Ensure that all reports and supporting documents are accurate, evidence-based, logically structured and professionally presented.

c) Clearly distinguish verified information from estimates, assumptions and recommendations.

d) Identify any limitations arising from unavailable data, incomplete records or constraints affecting the assessment.

e) Maintain regular communication with the designated NSEZ project representative and promptly raise matters that may affect the quality, scope, cost or timely completion of the assignment.

f) Protect confidential information obtained during the assignment and use such information only for the purposes of the contract.

g) Address reasonable consolidated comments from the NSEZ on draft deliverables within the agreed project programme.

h) Obtain written approval from the NSEZ before undertaking work that falls outside the approved scope or incurs additional costs.

i) Submit all deliverables in the agreed formats and within the contractual timeframes.

The assignment shall be considered complete once the agreed deliverables have been submitted, reviewed and accepted in writing by the NSEZ.

## 8. TENDER PROCESS

Invited service providers shall be selected from the current EAPASA Register of EAPs. Only respondents with active EAPASA registration as Registered EAPs shall be eligible to submit Proposals. Candidate registrations will not be considered.

To promote cost-effectiveness, efficient contract administration and timely response to project requirements, preference may be afforded to suitably qualified service providers with an established operational presence or demonstrated project experience within the Mpumalanga Province and neighbouring provinces, provided that such preference is applied in accordance with the applicable procurement policies and legislation.

The EAPASA Register of Registered EAPs may be accessed through the official EAPASA website for the identification and verification of suitably registered professional(s).

## 9. EVALUATIONS OF PROPOSALS

### 9.1 Compulsory briefing/clarification meeting

A compulsory briefing or clarification meeting will be held for this Request for Proposal (RFP). Service Providers are expected to familiarise themselves with the project documentation, including the Environmental Authorisation (EA), approved Environmental Management Programme (EMPr), and all other documentation issued as part of this RFP.

Any requests for clarification shall be submitted in writing to the Employer's nominated contact person before the closing date for queries. Responses to queries that may affect all prospective bidders will be communicated to all invited Service Providers.

### 9.2 Additional information

The following supporting information shall also be submitted:

a) Valid proof of Professional Indemnity Insurance applicable to environmental professional services, with a minimum cover equal to at least twice the professional fee offered under this RFP.
b) Valid Letter of Good Standing with the Compensation Fund or with Approved License Insurer.
c) Confirmation of availability for the anticipated project duration.

### 9.3 Evaluation procedure

Proposals will be evaluated in the following stages:

a) Responsiveness and mandatory compliance.
b) Technical capability and experience (where applicable).
c) Price.
d) Current project allocation and resource availability.

The Client reserves the right not to appoint a bidder where:

a) the bidder fails to meet any mandatory requirement;
b) the bidder demonstrates insufficient capacity to undertake the assignment;
c) the bidder has two (2) or more active EAP appointments for the Client that are below 80% project completion, and such appointments may negatively impact service delivery.

### 9.4 Disclosure and Privacy

- [Name of Principal Agent/Consultant] reserves the right to maintain the confidentiality of all information submitted by bidders, subject to applicable legislation, including the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA).
- [Name of Principal Agent/Consultant], on behalf of the Client, reserves the right not to accept the lowest-priced Proposal or any Proposal received.
- The Client is under no obligation to provide reasons for the acceptance or rejection of any Proposal.

## 10. DETAILED EVALUATIONS OF RESPONSIVE BIDDERS

### 10.1 Completeness of Proposal

The following will be assessed:

- All returnable schedules and forms have been fully completed and signed.
- All mandatory documentation has been submitted.
- The proposal has been submitted in the prescribed format, as specified in the RFP.
- The proposal is free from material omissions that may affect its evaluation.

### 10.2 Professional Registration

- The proposed service provider shall provide valid proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA).

### 10.3 Arithmetic Errors, Omissions and Final Scoring

- Adjustment of rates shall be used to correct arithmetic errors. The Proposal Offer shall not be adjusted.

## 11. RECOMMENDATION AND CONCLUSION

The appointment shall be made to the responsive bidder that:

- satisfies all mandatory and responsiveness requirements;
- meets the prescribed professional registration and qualification criteria;
- demonstrates the necessary experience and capacity to undertake the assignment;
- achieves the highest score in accordance with the applicable evaluation criteria; and
- is considered capable of delivering the required services in accordance with the project programme.

## 12. CLOSING DATE

**Time: 12h00 South African Time (GMT +2.00)**

**Date: 25 November 2026**

## 13. METHOD AND PLACE OF SUBMISSION

**MEGA HEAD OFFICE**
**Supply Chain Management Unit (SCM)**
**Mega Riverside Office**
**02 Eastern Blvd**
**Riverside Mall,**
**1200**

***Note:*** *All submissions must be deposited in the designated NSEZ bid box.*

**All bidders are requested to submit the documents in two [2] formats, namely, one [1] original hard copy and one [1] soft copy (memory stick).**

**Enquiries should be directed to: scm@nkomazisez.gov.za**

**PRICING SCHEDULE FOR WASTE MANAGEMENT PLAN (WMP)**

**RFP 026 – 26/27**

**PROJECT NAME: PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF A WASTE MANAGEMENT PLAN FOR THE NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ), LOCATED AT KOMATIPOORT, MPUMALANGA PROVINCE.**

**SERVICE PROVIDER (COMPANY): _____**

| ITEM | DELIVERABLES | UNIT | QTY | AMOUNT (EXCL. VAT) |
|---|---|---|---|---|
| 1 | Inception report, document review and project programme | Sum | 1 | **R** |
| 2 | Baseline assessment and waste audit | Sum | 1 | **R** |
| 3 | Waste characterisation, quantification and forecasting | Sum | 1 | **R** |
| 4 | Legislative and regulatory assessment | Sum | 1 | **R** |
| 5 | Waste infrastructure and service requirements assessment | Sum | 1 | **R** |
| 6 | Draft Waste Management Plan | Sum | 1 | **R** |
| 7 | Implementation plan, budget estimates and performance framework | Sum | 1 | **R** |
| 8 | Stakeholder consultation and validation workshop | Sum | 1 | **R** |
| 9 | Training and awareness materials | Sum | 1 | **R** |

| | | | | |
|---|---|---|---|---|
| 10 | Final Waste Management Plan and presentation | Sum | 1 | **R** |
| 11 | Waste Management Plan Approval by the relevant authority (where applicable) | Sum | 1 | |
| 12 | Travel and other approved disbursements, itemised | Sum | 1 | **R** |
| | | | **SUBTOTAL (EXCLUDING VAT)** | **R** |
| | | | **VAT 15%** | **R** |
| | | | **TOTAL (INCLUDING VAT)** | **R** |

The summary is for pricing consolidation. The detailed schedule below should be used to clarify the work included in each line and prevent double counting.

**DETAILED PRICING SCHEDULE**

| ITEM | ACTIVITY(IES) / DELIVERABLES | UNIT | QTY | RATE (EXCL. VAT) | TOTAL (EXCL. VAT) |
|---|---|---|---|---|---|
| **Stage 1: Inception and review** | | | | | |
| 1.1 | Inception meeting and confirmation of methodology | Sum | 1 | R | R |
| 1.2 | Review of available planning, environmental and waste-related documentation | Sum | 1 | R | R |
| 1.3 | Inception report, project programme and information request register | Sum | 1 | R | R |
| | | | | **Stage 1 subtotal** | R |
| **Stage 2: Baseline assessment and waste audit** | | | | | |
| 2.1 | Site visit and assessment of existing waste management practices and infrastructure | Visit | 1* | R | R |
| 2.2 | Waste stream identification, source mapping and available-data review | Sum | 1 | R | R |
| 2.3 | Waste audit and baseline report, including data gaps and assumptions | Sum | 1 | R | R |
| 2.4 | Assessment of existing collection, transport, recovery and disposal arrangements | Sum | 1 | R | R |
| | | | | **Stage 2 subtotal** | R |
| **Stage 3: Characterisation and regulatory assessment** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3.1 | Waste classification and composition assessment using available data or agreed sampling | Sum | 1 | R | R |
| 3.2 | Waste generation estimates and forecasts for anticipated development and operations | Sum | 1 | R | R |
| 3.3 | Review of applicable legislation, regulatory requirements and approval considerations | Sum | 1 | R | R |
| 3.4 | Identification of data gaps, additional studies and specialist inputs, if required | Sum | 1 | R | R |
| | | | | **Stage 3 subtotal** | R |
| **Stage 4: Waste Management Plan development** | | | | | |
| 4.1 | Waste prevention, minimisation, segregation, reuse, recycling and recovery strategies | Sum | 1 | R | R |
| 4.2 | Waste storage, collection, transport, treatment and disposal requirements | Sum | 1 | R | R |
| 4.3 | Shared infrastructure, service models and industrial symbiosis opportunities | Sum | 1 | R | R |
| 4.4 | Draft WMP, including objectives, targets, responsibilities and operating procedures | Sum | 1 | R | R |
| | | | | **Stage 4 subtotal** | R |

| | | | | | |
|---|---|---|---|---|---|
| **Stage 5: Implementation, consultation and capacity building** | | | | | |
| 5.1 | Phased implementation plan, priorities, milestones and responsible parties | Sum | 1 | R | R |
| 5.2 | Indicative capital and operating cost estimates and financial considerations | Sum | 1 | R | R |
| 5.3 | Performance indicators, monitoring, data management and reporting framework | Sum | 1 | R | R |
| 5.4 | Stakeholder consultation and validation workshop | Workshop | 1* | R | R |
| 5.5 | Training and awareness materials | Sum | 1 | R | R |
| | | | | **Stage 5 subtotal** | R |
| **Stage 6: Finalisation and handover** | | | | | |
| 6.1 | Presentation of draft findings and WMP | Presentation | 1 | R | R |
| 6.2 | Incorporation of one consolidated round of client comments | Sum | 1 | R | R |
| 6.3 | Final WMP and editable electronic deliverables | Sum | 1 | R | R |
| 6.4 | Facilitate approval with the appropriate competent authority for the approval of the Waste Management Plan and secure approval. | Sum | 1 | R | R |

| | | | | | |
|---|---|---|---|---|---|
| | | | | **Stage 6 subtotal** | R |
| **Stage 7: Disbursements (if permitted)** | | | | | |
| 7.1 | Travel — specify kilometres, number of trips and rate per kilometre | km / trip | | R | R |
| 7.4 | Other pre-approved disbursements — specify | Item | | R | R |
| | | | | **Stage 7 subtotal** | R |
| | | | | **Total excluding VAT** | R |
| | | | | **VAT at applicable rate** | R |
| | | | | **Total including VAT** | R |

The Service Providers is to allow for mileage within the prescribed professional rates as well as travel time involved in the execution of the Contract according to their respective requirements, as no additional travel will be payable on the Contract. Service Providers should indicate above the number of kilometers, as well as the rate at which travel will be claimed, as this information will be utilized to check and approve monthly accounts.

**Total Proposal Offer (15% VAT incl.) in Rand (R) _____**

**Proposal Offer (in words):**

_____

**Name: _____ Signature _____ Date: _____**

**Capacity_____ Company: _____**

**BIDDER'S DISCLOSURE**

## 1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| **Full Name** | **Identity Number** | **Name of organ of state** |
|---|---|---|
| | | |
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**1. 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.**

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

2.3.1 If so, furnish particulars:

……
……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

| **Supplier registration number (MAAA)** | **Status (active/inactive/deleted)** |
|---|---|
| | |
| | |
| | |
| | |
| | |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

## 3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

| | |
|---|---|
| …… | …… |
| Signature | Date |
| …… | ……... |
| Designation | Name of bidder |

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

This preference form must form part of all tenders 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**

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## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders 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** | |
| **SPECIFIC GOALS** | |
| **Total points for Price and SPECIFIC GOALS** | **100** |

1.5 Failure on the part of a tenderer 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) **"tender"** 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;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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 tenderer 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 tender for income-generating contracts, that either the 80/20 or 90/10 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 or 90/10 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 both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender 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 tenderer 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 (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|---|
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**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 tenderer 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**: .....

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