

Terms of Reference

Provision of destruction, recycling and disposal services for illegal lighting products under the Department of Energy's Standards and Labelling Project

Location: South Africa

Application Deadline: 26 November 2018

Category: Climate change mitigation; energy efficiency;

Type of Contract: Institution

Assignment Type: Destruction of Illegal Seized Goods

Languages Required: English

Starting Date: (date when the selected candidate is expected to start): Upon signing the contract

Duration of Initial Contract: until 31 March 2019

Background:

The South African government through the Department of Energy (DoE) in collaboration with the Department of Trade and Industry (the dti), and the United Nations Development Programme (UNDP) is implementing the project "Market Transformation through the Introduction of Energy Efficiency Standards and the Labelling of Household Appliances in South Africa". The objectives are removing inefficient electronic appliances from the South African market and encouraging adoption of efficient technologies by implementing measures/interventions such as minimum energy performance standards (MEPS), labeling programs, and incentive programs. The overarching goal is to reduce electricity consumption and the carbon footprint of the residential sector.

Lighting is one of the technologies targeted under this initiative. At present, incandescent and compact fluorescent lamps are regulated, requiring lightbulbs brought into the South African market to comply with minimum energy performance, quality and safety standards.

The surveillance of the market, identification, confiscation and destruction of non-compliant products in accordance with national regulations are functions of the National Regulator for Compulsory Specifications (NRCS).

It is the various NRCS business units' mandate 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), the Legal

Metrology Act, 2014 (Act 9 of 2014), and the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977). The different business units are responsible for market surveillance inspections in the spectrum of the different compulsory specifications which fall within their area.

The various business units remove non-compliant goods from the market and port of entry on a daily basis to protect the local industry and the consumers. To prevent the non-compliant goods from entering the market each department has recommended destruction and/recycling of the non-compliant commodities to the accounting authority. The accounting authority has approved the destruction of the non-compliant goods.

Purpose:

To effectively and efficiently prevent confiscated, non-compliant goods from resurfacing in the market, a reputable service provider is sought to destruct and/or recycle non-compliant light bulbs stored in Port Elizabeth, Cape Town and Durban.

Duties and Responsibilities (Scope of Work)

The UNDP is seeking the services of a suitably qualified service provider for the (i) destruction and/or recycling, (ii) treatment (as relevant), (iii) transportation and (iv) disposal of all confiscated lamps that are currently held in storage in the indicated cities:

Area	No. of ICLs	No. of CFLs
Cape Town	299 566	78 923
Port Elizabeth ¹	250 000	5 000
Durban / Gauteng ²	600 000	20 750
Total	1 149 566	104 673

The scope of services must include the following:

- Provision of an environmentally sound waste management solution and appropriate handling of hazardous waste in compliance with all relevant legislation and regulations as they pertain to general and hazardous waste respectively, including:
 - National Environmental Management Waste Act 2008 (Act 59 of 2008)
 - National Waste Information Regulations (GN R635, 13 August 2012)
 - National Norms and Standards for Disposal of Waste to Landfill (GN R636, 23 August 2013),

¹ Includes lamps stored in East London, to be transported to Port Elizabeth by the NRCS.

² Combined total of lamps stored in Durban and Gauteng. Can be transported to one location by the NRCS



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- Compliance with the Occupational Health and Safety Act 1993 (Act No. 181 of 1993) and Compensation for Occupational Injuries Diseases Act of 1993 (Act No. 130 of 1993) and their Regulations. The UNDP reserves the right to request the services provider to produce proof of compliance in terms of the said legislations mentioned herein.
- Participation in on-site, media events in each province, demonstrating the destruction of con-compliant products.
- Complete handling (including lifting, stacking and packing of products) and removal from NRCS Storage Facilities to the place of destruction, recycling and disposal, as relevant.
- Destruction and/or recycling certificates as confirmation that lamps have been permanently removed from the market.
- Access given to the project management team to witness destruction and/or recycling, if requested.
- Hazardous waste disposal certificates or Safe Disposal Certificates as proof of legal compliance.
- In case of recycling, proof of using an appropriately licensed facility if relevant.
- Comprehensive insurance for the delivery of services (e.g. theft, negligence, loss etc.)

Expected Outputs and Deliverables. The vendor shall deliver:

Deliverable 1: Lamp destruction and disposal: Complete handling, transport, destruction and disposal of lamps in compliance with all relevant legislation.

Deliverable 2: Media events: Participation in and demonstration of lamp destruction at media events in each of the indicated cities.

Deliverable 3: Certificates: Delivery of all destruction, recycling and/or hazardous waste disposal certificates, as relevant, corresponding with the contracted number of lamps.

Institutional Arrangement:

The UNDP will accept submissions where firms have entered into a joint-venture agreement or have sub-contracted specialised skills/resources. However, the UNDP's contractual arrangement will be with one company who will take full responsibility for delivery.

Payment terms:

Paid on presentation and approval of above listed deliverables

Deliverable	Amount (%)	Timeline
1	10%	Within 2 weeks of agreed and approved destruction timetable
2	30%	Proof of destruction of lamps Area 1
3	30%	Proof of destruction of lamps Area 2
4	30%	Proof of destruction of lamps Area 3

Duration of the Work:

It is anticipated that the timing of service delivery in each city will be finalized with the service provider, to coincide with the planned media events and availability of key stakeholders. It is however required that all destruction/recycling and disposal services be completed by end March 2019.

Duty Station:

The service provider must be based in South Africa and able to provide services in the specified cities.

Required Skills and Experience / Evaluation criteria:

- Technical Evaluation**

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 qualified pre-evaluation in terms of the functionality cut-off points of 70 points will then be evaluated in terms of price and preference points.

Area of assessment	Sub-score	Score/Weight
1. Experience		30
1.1 Service provider overview, relevant experience, number of years providing waste management services and specifically experience handling of lighting waste. Bidder must indicate the number of years it has been in existence and experience legally handling lighting waste:		
<ul style="list-style-type: none"> Less than 2 years or no experience handling lighting waste 	0	
<ul style="list-style-type: none"> 2 – 3 years with clear indication of experience related to the legal handling of lighting waste 	5	

Area of assessment	Sub-score	Score/Weight
<ul style="list-style-type: none"> > 3 years with clear indication of experience related to the legal handling of lighting waste 	10	
1.2 Demonstrated capability and experience providing similar waste (including hazardous waste) handling, transportation, treatment and disposal services.		
<ul style="list-style-type: none"> No relevant experience demonstrated 	0	
<ul style="list-style-type: none"> Experience demonstrated only partially aligns to the required scope or provided only limited evidence of similar contracts 	10	
<ul style="list-style-type: none"> Demonstrated full scope of services provided for multiple contracts / clients 	20	
<ul style="list-style-type: none"> Full scope of services provided for multiple contracts / clients AND demonstrated experience specific to the handling and/or recycling of fluorescent lamps 	30	
2. Demonstrated capacity and capability to deliver the service		50
Understanding: Demonstrate a clear understanding of the scope, magnitude and legal requirements for the service.	5	
Methodology: Describe the proposed approach for complete service delivery from the NRCS storage facilities to safe final disposal. Differentiate between hazardous and non-hazardous waste component, indicating the proposed treatment approach, detail of recycling that will be included and final disposal.	10	
Legal Compliance: Confirmed legal compliance with all legislation and regulations for all aspects of the service delivery, including all necessary licenses, accreditations, qualifications, etc.	10	
Capacity: Confirmed capacity to handle, transport, treat, destruct / recycle and dispose the volumes of lamps indicated. Confirm capacity and willingness to attend and participate in media events with a demonstration of the destruction of non-compliant products.	10	
Timelines: Confirmed capacity to deliver the service by end March 2019	5	
3. Relevant references from existing clients and not older than 3 years. The service providers must provide a minimum of three (3) relevant contactable references of similar work done.		20
- Five (5) references	20	
- Three (3) references	15	
- If no reference provided or partial references provided for example 1 or 2 references	0	
Total		100



Language:

- English

Response Format

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The consultancy will be hired on a UNDP contract.

Applicants are required to submit the following:

- A technical proposal stating why you consider your service suitable for the assignment and a methodology on the approach and implementation of the assignment;
- Evidence and examples of similar projects that have been successfully completed;
- Personal CVs highlighting qualifications and experience in similar projects. Including confirmation that individuals put forward in the proposal will be allocated to the project;
- Minimum of three references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- All-inclusive financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit the following documents to **procurement.za@undp.org** on or before the with the subject line: **Job Code Title and Reference Number.**