

REQUEST FOR PROPOSALS

Pikitup Johannesburg (Pty) Ltd: Integrated Waste Management Services Plan (IWMSP)



TERMS OF REFERENCE

REQUEST FOR PROPOSALS

DEVELOPMENT OF PIKITUP JOHANNESBURG (PTY) LTD INTEGRATED WASTE MANAGEMENT SERVICES PLAN (IWMSP)

OCTOBER 2009

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1. INTRODUCTION AND BACKGROUND

1.1 Corporate Profile / Overview of Pikitup

Pikitup Johannesburg (Pty) Limited was established in 2001 as an independent municipal entity, wholly owned by the City of Johannesburg, to serve and provide waste management services in the Greater Johannesburg area. PIKITUP vision is "to be *the* leading, integrated waste management company in Africa". The City, by means of the service delivery agreement as monitored by the Infrastructure and Services Department of the City, regulates the service delivery in respect of the following:

- Financial services (annual Operating and Capital budgetary allocations and appropriate tariff levels), and
- Levels of service delivery in the different market segments covered by Pikitup.

1.2 Major Products and Services

Pikitup in terms of the service delivery agreement is contracted to the City of Johannesburg to provide a wide range of waste management services to its citizens. Pikitup provides two categories of services, viz. Council services and commercial services. The Council services, which the City of Johannesburg has mandated Pikitup to provide exclusively, comprise of the collection and disposal of domestic, business and putrescible waste, street cleaning, lane flushing, area cleaning, the management of litter bins, the collection of illegally dumped waste, the collection and disposal of animal carcasses found in a public place and the operation of garden sites.

The commercial services, which Pikitup provides in competition with other private waste management companies, comprise of the collection and treatment of healthcare risk waste, bulk collection services, the collection and disposal of waste, composting, recycling activities, providing services for special events and the operation of landfill sites. The table below categories PIKITUP main product/service offerings:

Table1: Council Services / Commercial Services

COUNCIL SERVICES	COMMERCIAL SERVICES
Domestic round collected refuse	Healthcare risk waste
Business round collected refuse	Bulk services
Putrescible waste	Composting
Street cleaning	Recycling activities
Lane flushing	Special events
Area cleaning	Landfill services
Litter bin management	Safe disposal
Illegal dumping	
Animal carcasses	
Garden sites	

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1.3 Area of Operations

Pikitup executes its mandate to the city and its residents through 11 depots, 4 landfill sites, 48 garden sites and one composting site called Panorama based in Ruimsig.

Figure 1: Pikitup Area of Operations



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2. CURRENT PIKITUP WASTE MINIMISATION / DEMAND SIDE MANAGEMENT INITIATIVES

2.1 Separation at Source

- Pilot project based on 56 000 residents and separation of dry and green waste from non-recyclable domestic waste.
- Focus on Waterval depot with 70% affluent residents and balance of middle class.

2.2 Underground Bins

- 49 (forty nine) bins in sets of 4 that are designed for recycling installed in Bara & Soweto.
- 11 (eleven) bins to be piloted on surface as soon as the truck is procured and on board.
- 3 (three) year contracts being issued for underground bins installations in townhouses and flats.

2.3 Builders' Rubble Plant

- Pikitup entering into partnerships with Private sector for setting up builders' rubble crusher plants.
- Pikitup is planning for each landfill site to have a builders' rubble crusher plant.

2.4 Composting

- Feasibility studies underway for the establishment of the composting plant at Linbro Park Landfill site.
- Panorama plant capacity to be extended in 2009-10.
- Garden sites to be equipped with chippers to facilitate reduced Operational expenditure & compost output.

2.5 Mondi Project

- Roodepoort, Randburg, Southdale, Marlboro, Waterval and Norwood are experiencing kerbside collections by Mondi estimated at 12 000 tons per month.

2.6 Clean City 2009

- Focus on education and awareness beginning with Pikitup employees and rolling out to Johannesburg Communities, schools and businesses.
- By-law enforcement with more officers over and above 47 already deployed.

2.7 Garden Sites

- Capacitation to facilitate the handling of builders' rubble.
- Establishment of additional garden sites at Pimville and Randburg.

2.8 Funding/Tariffs

- Current Tariffs aimed at facilitating the funding of waste minimization projects.
- MIG approved projects geared towards demand side management and waste minimisation.

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3. KEY CHALLENGES ASSOCIATED WITH PROVISION OF WASTE SERVICES IN THE CITY

- 3.1 A culture littering and illegal dumping
 - Lack of education and awareness
- 3.2 Growth in waste and demand for non billable services
 - This is exacerbated by the credit crunch
- 3.3 Limited/insufficient Capital Expenditure funding without long term sustainability
 - A long term Capital Expenditure planning is required
- 3.4 Lack of integrated asset management plan
 - Not achieving optimum useful life of an asset
- 3.5 Inability to deliver sufficient recyclables waste from landfills
- 3.6 Unsafe reduction and recyclables on landfills

The IWMSP should enable Pikitup to achieve the following goals in line with the Polokwane declaration:

- Reduce waste generation by 50% by 2012
- Reduce waste disposal to landfills by 25% by 2012
- Develop a plan for zero waste by 2022

It is therefore envisaged that some of this challenges can be addressed through the development of a comprehensive integrated waste management services plan.

4. PURPOSE OF THE IWMSP

The purpose of Pikitup IWMSP is to:

- 4.1 Align Pikitup's waste management services with the National Waste Management Strategy (NWMS), the Waste Act and the City of Joburg's Waste Management Plan and the City's Integrated Waste Management Policy as a means of minimizing waste generation and disposal within the City's boundaries.
- 4.2 To understand waste generation patterns, facility locations and capacity, asset structure and management.
- 4.3 Introduce, facilitate and encourage effective waste minimization and waste management practices, as per the NWMS Waste Management Hierarchy.
- 4.4 Maintain cleanliness standards in the City and to focus on education and awareness interventions.
- 4.5 Build capacity and ensure enforcement of by-laws.
- 4.6 To focus investment in complementary and appropriate waste minimisation technologies and to define the funded mandates regarding waste minimisation initiatives.

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5. SCOPE OF WORK

The Consultant will be managed by the Pikitup Project team and the following issues must be investigated:

- 5.1 Undertaking a full benchmarking and research exercise needed to assess best operating practices with respect to the following:
 - An integrated 5 to 20 year Capital Planning Expenditure plan
 - An effective and efficient economical long term provision of waste management solutions for the City, supported by a sustainable and economically viable funding strategy.
 - Waste hierarchy initiatives.
- 5.2 Fleet optimization integration.
- 5.3 Integration of the current Asset Management Plan in the IWMSP (Asset maintenance, repairs, optimization and disposal).
- 5.4 Identify and recommend preferred technology options based on financial, environment and technical assessment.
- 5.5 Determining the role that private sector service providers can play in delivering waste management services.

6. CONSULTATIVE PROCESS

- 6.1 Project initiation meeting
- 6.2 Site meetings with facility personnel
- 6.3 Key Stakeholder engagement, interviews and workshops
- 6.4 Project Management Meetings

7. DELIVERABLES AND TIME FRAMES

- 7.1 Interim Report 1- Monthly Progress Reports
- 7.2 Research report
- 7.3 Status Quo Report
- 7.4 Benchmark Report
- 7.5 Evaluation Report
- 7.6 Draft IWMSP
- 7.7 Workshops
- 7.8 Consultation
- 7.9 Final IWMSP

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7.10 Presentation to Committees

- Exco Performance
- Ops Com/Board
- Mayoral Committee
-

7.11

Note that all submissions are to be made at Pikitup and payments will be made against the review and approval of draft and final deliverables. Proposals should clearly factor these steps into the work programme. All reports should be prepared and submitted in MS Office using appropriate programmes (Word or Excel preferred).

8. COMPETENCIES AND REQUIREMENTS

It is expected that the service provider should have the following skills, knowledge and experience:

- Understanding and experience of the Waste sectors and ability to engage at a strategic level with appropriate industry players.
- Have in the past done this type of assignment or related work.
- Understanding of local and international Waste Management trends, technologies and developments in the industry.
- Understanding of Waste Management services preferably within the Local Government Service delivery sphere.
- Ability to write clearly and concisely
- Ability to deliver a strategic report to a tight timeframe

9. REQUIREMENT FOR PROPOSALS

Service providers interested in contributing towards the Integrated Waste Management Services plan should submit a concise written proposal that addresses the above scope, deliverables and requirements.

The proposal must include, but not be limited to the following:

- Details of the service provider including the consultant's profile that outline relevant skills, experience and track record.
- A brief description of approach and deliverables.
- Work programme including proposed start and completion dates; timeframes for activities and deliverables against the approval of which payments will be made.
- A detailed and complete budget for the proposed work quantifying in respect of fees (no. of days and rate/day), disbursements and VAT separately.

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- Contact details and reference for at least five current or recent clients.

Shortlisted Bidders each will be invited to make a presentation to the Pikitup Bid Evaluation Committee, outlining their proposals, work plans and cost estimates.

10. BACKGROUND INFORMATION

The following information is provided to assist the bidders. Pikitup gives no assurances or warranties as to accuracy of the information and the Consultants will need to satisfy themselves about the accuracy of the information and make suitable provision in the rates to cover the cost of the full service.

- City of Johannesburg's draft Integrated Waste Management Plan
- City of Johannesburg's draft Integrated Waste Management Policy
- Strategic Road Map phase 1, 2005
- Report on Strategic Road Map phase 2, 2006
- Draft alternative waste to Energy Technology Report
- Plastic Federation Report
- Business Re-engineering study- Turnaround Strategy of Pikitup

11. PRICING.

The bidders shall give the total all inclusive prices in South African Rands inclusive of all taxes and discounts in the pricing schedule. This pricing will be recorded in the Tender Register. Where conflicts exist with between the price quoted in the pricing schedule and the other prices quoted by the bidder elsewhere, the price quoted in the pricing schedule shall prevail.

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A detailed Bill of Quantities should be submitted with the tender and the Bill of Quantities to cover a minimum of the following

ID	Task	Quantity	Unit Price	Professional Fees	Disbursements	Total
1	Consultative process- Stakeholders					
	- Meetings					
	-Workshops					
	- Other (Specify)					
2	Benchmark Pikitup Facilities against preferred					
	-Kilometers Travelled					
	-Manhours					
	Others (Specify)					
3	Research and Audit waste practicews within CoJ					
	-Kilometers Travelled					
	-Manhours					
4	Others (Specify)					
	Conduct research into best waste operating practices and technologies					
5	Development of strategic objectives and plans					
6	Development of IWSMP Master Plan					
7	Implementation and monitoring plans					
8	Benchmark against other municipal metro's waste practices and technologies					
	Sub Total					
	VAT					
	TOTAL					

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12. EVALUATION CRITERIA

PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). Short listed companies will be required to make presentations to PIKITUP's Bid Evaluation Committee. The Bid Evaluation Committee will short list and evaluate the RFP in accordance with the criteria below and make recommendations to the BAC.

The evaluation of the proposal will be based on price and functionality. The evaluation will therefore be based on:

12.1 Price and Functionality	90
Price and functionality will account for 90 Points with the ratio between price and functionality being 40:60,	
SUB TOTAL	90 Points
12.2 Specific Goals	
i) who had no franchise in national elections before the 1983 and 1993 Constitutions	3
ii) who is a female	3
iii) who has a disability	1
iv) promotion of small business	3
SUB TOTAL	10 Points
Total points for Price, functionality and specific goals	<hr/> 100 POINTS

12.3 Points Awarded For Functionality

Points will be awarded to companies who in a presentation to PIKITUP BID EVALUATION COMMITTEE demonstrates the ability to fulfill PIKITUP's requirements in line with the following points:

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12.3.1 TECHNICAL EVALUATION.

The PIKITUP Bid Evaluation Committee will evaluate bids in terms of the criteria listed below before submitting their recommendations to the PIKITUP Bid Adjudication Committee for the award of the bid. The bidders must provide written evidence and confirmable references to enable PIKITUP to evaluate the submitted bid based on the following criteria:

Criterion	Weighting	Guideline
Qualification and Experience. <ul style="list-style-type: none"> Written Reference for similar work of comparable magnitude with client positive feedback. Experience and qualification of personnel to be deployed on the project. 	15	Number of successfully completed similar projects: >5 Projects : 4 Projects: 5 3 Projects: 3> 2 Projects: 2 1 Projects>1 0 Project : 0 pts
Location of Home Office.	5	COJ : 5 pts Gauteng : 4 pts SA out of Gauteng : 3 pts SADC : 2 pts Other : 1 pts
Methodology and approach Methodology Deliverables Timelines Resouces	15	Comprehensive plans on methodology and approach coverage: >5 deliverables : 5 pts 4 deliverables : 4 pts 3 deliverables : 2 pts <3 deliverables : 0 pts
Adherence to timelines and budgeted costs Comprehensive of proposal Cost Scope	20	Project plan & variance on budget as follows: < 5% of budget : 5 pts 5 – 10% : 3 pts

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Criterion	Weighting	Guideline
Time		>10% of budget: 0
Total	60	

AUTHORISATION OF BID SPECIFICATION DOCUMENTS:

Bid Specification Committee Members
Approve/ Not Approved (delete where applicable)

(1)

Name

Signature

Date

Designation

Approve/ Not Approved (delete where applicable)

(2)

Name

Signature

Date

Designation

Approve/ Not Approved (delete where applicable)

(3)

Name

Signature

Date

Designation

Approve/ Not Approved (delete where applicable)

(4)

Name

Signature

Date

Designation