REQUEST FOR PROPOSAL/QUOTE (RFP/Q)

RFP/Q NUMBER	**: EWM2026/17**
DESCRIPTION OF SERVICE	**: SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) – SOUTH AFRICA AND UGANDA**
COMPULSORY BRIEFING	**: 15 September 2026, Venue (EnviroServ 3 Brickfield Road, Meadowdale,Germiston,1401) Time 11h00 to 13h00**
RFP/Q SUBMISSION DETAILS	**: Online Application / via e-mail (NO HAND DELIVERIES WILL BE ACCEPTED)**
CLOSING DATE	**: 25 September 2026**
TIME	**: 16H00 (Late applications will not be accepted)**
WEBSITE	**: www.enviroserv.co.za**
E-MAIL	**: sboniso.mangele@enviroserv.co.za delisile.gwebu@enviroserv.co.za**

Company Name: _____

Representative Name: _____

Representative Signature: _____

Date: _____

TABLE OF CONTENTS

1.	***SECTION A – GENERAL INFORMATION***	***Page No.***
1.1.	ABBREVIATIONS	3
1.2.	DEFINITIONS	3
1.3.	SCOPE OF WORK	3
1.4.	RFP PROCESS	4
1.5.	SUBMISSION REQUIREMENTS	4
1.6.	GENERAL REQUIREMENTS	4
1.7.	MEDICAL REQUIREMENTS	4
1.8.	ADDITIONALCOMPLIANCE REQUIREMENT	4
1.9.	RULES AND REGULATIONS	5-6
1.10.	EQUIPMENT ORIGIN, SPECIFICATIONS AND DRAWINGS	6
1.11.	GENERAL TERMS AND CONDITION OF CONTRACTS	7-8
a.	APPLICATION	7
b.	STANDARDS	7
c.	USE OF CONTRACT DOCUMENTS AND INFORMATION	7
d.	PATENT RIGHTS	7
e.	INSPECTION AND TESTS	7
f.	DELIVERY AND DOCUMENTS	7
g.	PRICING AND PAYMENT	7
h.	TERMINATION FOR DEFAULT	8
i.	TERMINATION FOR CONVENIENCE	8
j.	DELIVERY TERMS	8
k.	COMMISIONING	8
l.	WARRANTY	8
m.	TECHNICAL SUPPORT	8
n.	AGENCY	8
1.12.	GENERAL ENQUIRIES	9
1.13.	TECHNICAL ENQUIRIES	9
2.	***SECTION 2 – SUPPLIER INFORMATION***	***Page No.***
2.1.	ELIGIBLITY OF SUPPLIERS	9
2.2.	SUPPLIER DETAILS	10
2.3.	DECLARATION	10
3.	***SECTION C – OFFER/QUOTE INFORMATION***	***Page No.***
3.1.	ANNEXURE A – CODE OF GOOD PRACTICE – SUPPLIER (ATTACHED PDF)	
3.2.	ANNEXURE B – SUPPLIER QUESTIONNAIRE	11
3.3.	ANNEXURE C – PRICING SCHEDULE	12
3.4.	ANNEXURE D – TENDER SUBMISSION FORM	13
3.5.	ANNEXURE E – TERMS & CONDITIONS OF TRADE	14
3.6.	ANNEXURE F – EVALUATION CRITERIA	15
3.7.	ANNEXURE G – SCOPE OF WORK	15-21

SECTION 1

1.1 ABBREVIATIONS

a.	RFP/Q	-	Request for Proposal or Quote
b.	BBBEE	-	Broad Based Black Economic Empowerment
c.	EWM	-	Enviroserv Waste Management (Ltd)
d.	CPA	-	Consumer Protection Act 68 of 2008
e.	OSHA	-	Occupational Health and Safety Act 85 of 1993
f.	SLA	-	Service Level Agreement
g.	FML	-	Full Maintenance Lease

1.2 DEFINITIONS

a. "The Contract" means the agreement entered into between the EnviroServ and the awarded Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. A contract will stem from this RFP/Q.

b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

c. "The Goods" means all of the equipment, services, works and/or other materials, which the Supplier is required to supply to the Procuring entity under the Contract.

d. "EnviroServ" means the organization or procuring entity purchasing the goods under this Contract i.e ENVIROSERV WASTE MANAGEMENT (PTY) LIMITED.

e. "The Supplier" means the individual or firm supplying the goods under this Contract.

f. "Ex-Stock" means a product or service can supplied immediately without any delay manufacturing lead time.

1.3 SCOPE OF WORK

a. Purpose

EnviroServ invites suitably qualified and experienced service providers to submit proposals for the supply and delivery of Personal Protective Equipment (PPE), Protective Clothing and related safety equipment on an as-and-when-required basis to designated EnviroServ sites across South Africa and Uganda.

The purpose of this Request for Proposal (RFP) is to establish a supply arrangement with suitably capable service provider(s) to ensure the reliable, cost-effective and timely supply of compliant and fit-for-purpose PPE in accordance with EnviroServ's operational requirements. PPE will be ordered based on actual operational requirements, and no minimum quantity, volume or value of purchases is guaranteed under the contract.

The detailed Scope of Work, technical requirements, applicable standards, delivery requirements and service expectations are provided in Annexure G, which forms an integral part of this RFP.

The detailed PPE Item List and Pricing Schedule will be issued as a separate Excel document forming part of the RFP. Tenderers are required to complete the Excel pricing schedule in full and submit it together with their proposal in accordance with the RFP submission requirements.

Tenderers shall review Annexure G and the separate PPE Item List and Pricing Schedule and submit all required pricing, technical information and supporting documentation in accordance with the requirements contained therein.

1.4 RFP PROCESS

The following timeline table outlines the milestones and their respective due dates:

Milestone	Date
Advertisement period of RFP	04 September 2026
Tender Briefing	15 September 2026
Tender Questions Deadline	18 September 2026
Response submitted by	25 September 2026
Adjudication	28 September 2026 – 02 Otober 2026
Extend offer/s and sign Contract/s / SLA	TBA
New Contract effective date	TBA

1.5 SUBMISSION REQUIREMENTS

All Suppliers shall include the following information and documentation with their offer and where copies are attached they are to be certfied:

a. Completed RFP/Q document
b. Code of Good Practice – Suppliers (As attached in Annexure A)
c. Supplier Questionaire (As attached in Annexure B)
d. Written Power of Attorney of the signatory of the offer to commit the Supplier
e. Proof of business address
f. Accredited BBBEE status documentation
g. Tax clearance certfificate
h. Price Schedule (As attached in Annexure C)
i. Terms and Conditions of Trade (As attached in Annexure D)
j. Company Registration Documents
k. Tender Submission Form (As attached in Annexure E)
l. COID Letter of good standing

Non-compliance to the requirements will result in an automatic disqualification as a bidder.

Submission of fraudulent documentation will also result in disqualification.

1.6 RULES AND REGULATIONS

a. All documents relating to the offer will be in the English Language;

b. The Supplier is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the RFP/Q documents or to submit an offer not substantially responsive to the RFP/Q documents in every respect will be at the Bidder's risk and may result in the rejection of its offer;

c. The Bidder shall prepare one (1) original set of documents and clearly mark these as "ORIGINAL". **If Applicable.**

d. **This ORIGINAL documentation shall be typed/written in indelible ink (black) and shall be signed by a person (or persons) duly authorised to sign on behalf of the Supplier. All pages of the tender where entries or amendments have been made shall be initialed by the person (or persons) signing it.**

e. This ORIGINAL bid documentation shall be sealed in an envelope.**(If Applicable)**

f. This sealed envelope will be addressed to EnviroServ's address provided in this document with the Bidder's name and RFP/Q reference number reflected. The envelope must also be marked with a clear warning NOT TO OPEN before the specified date and time**;(If Applicable)**

g. The tender shall contain no alterations or additions, except those who comply with instructions by EnviroServ, or as necessary to correct errors by the bidder in which case such corrections shall be inititaled by the person (or persons) signing the tender;

h. EnviroServ may extend the deadline of submission of offers by issuing an amendment in which case all rights and obligations of EnviroServ and the bidders previously subject to the original deadline, will then be subject to the new deadline;

i. NO LATE submissions will be accepted;

j. Suppliers may modify or withdraw their submission by giving notice in writing before the deadline;

k. Offers shall remain valid for 30 days or more after date of opening; Offers valid for a shorter period will be rejected and considered non responsive.

l. No information shall be disclosed to Suppliers or any other persons prior to official adjudication process. Any effort by a bidder to influence EnviroServ's process of bid-awarding decisions may result in the rejection of his bid;

m. The Supplier shall bear all costs associated with the preparation and submission of its offer, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP/Q process;

n. EnviroServ will determine the substantial responsiveness of each offer to the RFP/Q documents, substantially responsive tender is one, which conforms to all the terms and conditions of the RFP/Q documents without material deviations. There is no recourse should an offer be disqualified.

o. EnviroServ will determine to its satisfaction whether a Supplier is qualified to perform the work satisfactorily. The determination will take into account the Supplier's financial, technical, and contractual capabilities. It will be based upon an examination of the documentary evidence submitted.

p. EnviroServ reserves the right to accept or reject any offer, lowest quote or otherwise, and to annul the RFP/Q process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected Supplier on the grounds for the procuring entity's action. EnviroServ reserves it right to annul the procurement process an anytime.
q. The bidder must reveal it's national foot print in South Africa by naming each branch/depot in every province and/or other national representation agencies, etc.;
r. EnviroServ will notify the successful Supplier in writing that it's offer has been accepted. The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other Suppliers shall be notified that their offers have not been successful.
s. There is NO APPEAL process and EnviroServ's decision will be final.
t. This RFP/Q trading terms and conditions supercedes the Suppliers trading terms and conditions.

1.7 EQUIPMENT ORIGIN, SPECIFICATIONS AND DRAWINGS (IF APPLICABLE)

a. All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.
b. For purposes of this clause, "origin" means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
c. The origin of equipment is distinct from the nationality of the Supplier and shall be treated thus in the evaluation of the RFP/Q.
d. Suppliers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
e. Suppliers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
f. A clause-by-clause commentary on EnviroServ's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications and an explanation of how any such deviation from provided specifications will still satisfy the requirements as set.
g. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. and an explanation whether the equipment can meet stated requirements even with such deviations. EnviroServ reserves the right to reject the equipment, if such deviations shall be found critical to the use and operation of the equipment and hence making the equipment to not meet requirements.

1.8 GENERAL TERMS AND CONDITIONS OF CONTRACT

a. **Application**

   These General Conditions shall apply in all Contracts made by EnviroServ.

b. **Standards**

   The Goods supplied under this RFP/Q shall conform to the standards mentioned in the Technical Specifications as per Annexure.

c. **Use of Documents and Information**

The Supplier shall not, without EnviroServ's prior written consent, make use or distribute any document or information in this RFP/Q. All documents, other than the Supplier Questionaire itself, shall remain the property of EnviroServ.

d. **Patent Rights**

The Supplier shall indemnify EnviroServ against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or services supplied.

e. **Inspection and Tests**

EnviroServ or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the technical specifications. EnviroServ shall notify the Supplier in writing in a timely manner, of the identity of any representatives retained for these purposes.

The inspections and tests may be conducted on the premises of the Supplier or even at EnviroServ's premises. Should any inspected or tested equipment fail to conform to the specifications, the EnviroServ may reject the equipment, and the Supplier shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to EnviroServ. This rejection may happen any time before expiry of the warranty offered by the Supplier of the goods.

EnviroServ's right to inspect, test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by EnviroServ or its representative prior to or after the equipment delivery.

f. **Delivery and Documents**

Delivery of the equipment, documents, installation and maintanance of the same shall be made by the Supplier in accordance with the terms specified by EnviroServ.

Suppliers must ensure the shortest possible delivery period of the equipment. Delivery period will be an important evaluation criterion and the responsive firm offering shortest delivery period will gain an advantage.

g. **Pricing and Payment**

Prices quoted by the Supplier shall remain fixed during the Supplier's performance of the contract. An offer submitted with an adjustable price quotation will be treated as non-responsive and will be rejected unless otherwise agreed by the parties. Prices indicated on the Price Schedule shall be the cost of the goods and any incidental works/services including all duties, VAT and other taxes. Payment of goods and services will be 45 or 60 days from statement.

h. **Termination for Default**

EnviroServ may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the contract in whole or in part:

- if the Supplier fails to deliver any or all of the equipment within the period specified in the Contract, or within any extension thereof granted by EnviroServ
- if the Supplier fails to perform any other obligation(s)
- if the Supplier, in the judgment of the EnviroServ has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event that EnviroServ terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment, works and services similar to those undelivered, and the Supplier shall be liable for any excess costs for such similar equipment.

i. **Termination for convenience**

EnviroServ by way of written notice may terminate the contract in whole or in part, at any time for it's convenience. The notice of termination shall specify that the termination is for the EnviroServ convenience, the

extent to which performance of the Supplier of the contract is terminated and the date on which such termination becomes effective. No compensation will be payable for termination of contract.

j. **Delivery terms**

Goods and services must delivered or performed at EnviroServ sites.. EnviroServ prefers Suppliers to supply all regions. EnviroServ may elect split the contract to satisfy it needs.(If Applicable)

k. **Commissioning**

Test runs and eventual equipment commissioning (if applicable) will be done by the Supplier and a commissioning certificate signed by both parties on agreement between the two parties that the equipment has performed to expectations

l. **Warranty**

A warranty declaration of at least 1 year must be included **(if appliacble)**

m. **Technical support**

Suppliers must include the after sales service arrangement, including technical support services, availability of spare parts, etc.

n. **Agency**

The Supplier shall attach documentary proof of appointment as an agent of the original equipment manufacturer through the manufacturer's authorization form duly signed by the manufacturer and on manufacturer's letterhead. The Supplier shall also elect it's own agent however, they shall remain liable for all duties and obligations according the contract.

1.9 GENERAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	**PROCUREMENT**
DESIGNATION	**PURCHASING MANAGER**
CONTACT PERSON	**SBONISO MANQELE**
TELEPHONE	**011 456 5400**

1.10 TECHNICAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	**TECHNICAL - RISK**
DESIGNATION	**GROUP HEALTH, SAFETY AND RISK MANAGER**
CONTACT PERSON	**GREG ALBOROUGH**
TELEPHONE	**011 456 5400**
EMAIL	**greg@enviroserv.co.za**

SECTION 2

2.1. ELIGIBILITY OF SUPPLIERS

a. All eligible Suppliers are requested to sign the DECLARATION OF INTEREST and CODE OF CONDUCT attached in Annexure A stating any relationships with EnviroServ employees, or members of consortiums, or joint ventures and/or sub-Suppliers, either in the past or currently. Should this Declaration be proven to be false, the Supplier's offer will be rejected.

b. Suppliers shall not be under administration.

c. Suppliers shall not be under a declaration of ineligibility for corruption and fraudulent practices.

d. EnviroServ's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this RFP/Q.

e. Suppliers must be in good standing with the South African Revenue Service.

f. Suppliers must have a proven track record in the supply of the service on offer.

g. Suppliers must have the ability to supply good and services on time and in full.

h. A Suppliers poor service deliver record will adversly affect a Suppliers ability to be awarded this RFP/Q.

i. Community suppliers will be given first preference**.**

2.2. SUPPLIER DETAILS

Company name _____

Physical Address _____

_____

Postal Address _____

_____

Landline Number _____

E-mail Address _____

2.3. DECLARATION

I……..confirm that the information given this …… day of ..…… 2026 is correct, accurate and I understand that any false information will lead to automatic disqualification without any further notice. I also understand that EnviroServ Waste Management (Pty) Limited will confirm with my previous clients that my company has dealt with if need be. We also declare that we have not engaged in any fraudulent practice or offered inducement to any member of procuring entity for purpose of this RFP.

Authorized signature……. Date……

Name of signatory…….

3.2 ANNEXURE B – SUPPLIER QUESTIONNAIRE

SUPPLIER NAME		
CONTACT PERSON		
CELLPHONE / LANDLINE		
RFP/Q DESCRIPTION	**EWM2026/17 - Supply and Delivery of Personal Protective Equipment (PPE) – South Africa and Uganda**	
	NB : please tick appropriate box	
Technical		
Does your services meet EnviroServ's specification?	Yes	No
Price		
Is your price fixed for the contract period?	Yes	No
Are your prices VAT exclusive?	Yes	No
Payment	**From Statement:**	
What payment terms do you offer? (Please tick)	45 Days	60 Days
General		
Do you agree to the terms and condition of the RFP/Q?	Yes	No
Do you agree that this RFP/Q falls under the Consumer Protection Act?	Yes	No
Trade references (Minimum three)	Yes	No
Which community ward are you from?		
Documentation		
Have you submitted the following documents?		
• Completed RFP/Q document	Yes	No
• Code of Good Practice – Suppliers (As attached in Annexure A)	Yes	No
• Supplier Questionnaire (As attached in Annexure B)	Yes	No
• Written Power of Attorney of the signatory of the offer to commit the Supplier	Yes	No
• Proof of business address	Yes	No
• Accredited BBBEE status documentation	Yes	No
• Tax clearance certificate	Yes	No
• Price Schedule (As attached in Annexure C)	Yes	No
• Pictures, technical specifications, performance and relevant data of goods and services supplied (if applicable)	Yes	No
• Terms and Conditions of Trade (As attached in Annexure D)	Yes	No
• Company Registration Documents	Yes	No
• Certificate of attendance (if applicable)	Yes	No
• COID Letter of Good Standing	Yes	No
• Tender Submission Form (As attached in Annexure E)	Yes	No

3.3 ANNEXURE C – PRICING SCHEDULE VAT EXCLUSIVE

Note: The Pricing Schedule is attached separately as a Microsoft Excel (.xlsx) formats labelled annexure C (Pricing schedule), bidders are required to prepare and submit their detailed Pricing Schedule in accordance with the pricing requirements must be submitted in Microsoft Excel (.xlsx) formats as part of the RFP submission.

RFP PRICING SCHEDULE

Note: The Supplier/Service provider may quote per Province, locally, and or per site. Include and indicate on the proposal the applicable site/s bidding for and the costing therefore.

3.5. ANNEXURE D – TERMS AND CONDITIONS OF TRADE

TERMS AND CONDITIONS OF TRADE
Between
ENVIROSERV WASTE MANAGEMENT (PTY) LTD
(Reg. No: 2008/021152/07) / (VAT No: 4300251123)
("EnviroServ")
And

……
(The Supplier ")

Company registration no.: …… VAT no: ……

Physical address: Postal address:

…… ……
…… ……
……... ……

Tel no: …… Fax no: ……..... Email: ……

1. Payment
Payment to the Supplier shall be effective within _____ from date of statement being emailed to EnviroServ.

2. Invoices
Invoices for services rendered/good supplied shall reflect the correct order number(s) and VAT number of the Supplier and EnviroServ; invoices shall be signed off by the authorised representative of the Supplier and shall be approved and signed off by a duly authorised representative of EnviroServ and to be valid for payment to be affected thereon. Invoices are to be emailed to librariangauteng@EnviroServ.co.za.

3. Bank particulars
Confirmation of the Supplier's banking particulars shall be confirmed in writing by the Supplier's banker alternatively by producing a cancelled cheque of the Supplier's banking account.

4. Discount
Early settlement discount will only be permitted if so agreed.

5. Service delivery
The Supplier shall deliver goods/supply services at the designated address specified in the Purchase Order. The Supplier will advise EnviroServ timeously of early/delayed performance.

6. Revoking of Purchase Order
EnviroServ reserves the right to revoke or cancel any Purchase Order by giving notice by electronic email to the Supplier.

7. VAT Registration
The Supplier shall produce a copy of its VAT registration certificate to EnviroServ.

8. Supplier's contractual terms
Contractual terms of the Supplier will only be of force and effect if presented to EnviroServ and accepted by it in writing.

Signed at……on this…….day of ……. 2026.

....
Full name of signatory Signature Position of signatory of the Supplier

Signed at……on this…….day of ……2026

……
Clifford Mavundza
Head of Procurement and Supply Chain

3.4 ANNEXURE E – TENDER SUBMISSION FORM

TENDER SUBMISSION FORM

DESCRIPTION OF SERVICE : **SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) – SOUTH AFRICA AND UGANDA**

TENDER NUMBER : **EWM2026/17**

TENDER CLOSING DATE : **25 SEPTEMBER 2026**

BIDDER INFORMATION	
COMPANY NAME	
NAME OF REPRESENTATIVE	
DESIGNATION OF REPRESENTATIVE	
SIGNATURE	
DATE OF SUBMISSION	
METHOD OF SUBMISSION (PLEASE TICK UNDERNEATH METHOD OF DELIVERY)	
EMAIL	WEBSITE
RECEIVED BY (NAME & SURNAME)	
DATE RECEIVED	
SIGNATURE	
DESIGNATION	

3.5 ANNEXURE F – EVALUATION CRITERIA

Evaluation Criteria		Weighted Score
		80/20
OPERATIONAL EFFECTIVENESS (SERVICE DELIVERY)		**30**
1	Technical Competence / Service: Must be able to provide goods that are SANS or equivalent CE (EU, UK, ANSI, AS/NZS) approved / certified • Company Profile: - Ability to deliver required services - Expertise	20
2	Administrative Compliance to Tender requirements - All supporting documents have been submitted - Did not submit all the required documents but submitted these documents: Completed RFP Document, All Annexures, Valid BBEEE Certificate/Affidavit, Valid Tax Clearance, Company Document & Company Profile	10
FINANCIAL IMPACT (COST, FINANCE, WARRANTIES)		**50**
1	Fee structure	50
ECONOMIC EMPOWERMENT (B-BBEE & strategic partnership)		**20**
1	B-BBEE Level	10
2	% Black Ownership	5
3	% Black Woman Ownership	5

AGREED METHODOLOGY FOR TENDER EVALUATION CRITERIA (80/20 RULE)

- **80% CRITERIA**
  - **50% FOR PRICE (MAX)**
    - Lowest = 50%
    - 2nd Lowest = 25%
    - 3rd Lowest = 10%
    - Others – 0%
  - **20% FOR EXPERIENCE/TECHNICAL COMPETENCE (MAX)**
    - Company Profile provided = 20%
      - Ability to deliver required services - 10%
      - Expertise = 5%
      - Trade references = 5%
      - No company profile = 0%
      - No references = 0%
  - **10% FOR ADMINISTRATIVE COMPLIANCE (MAX)**
    - Submitted all required documents = 10%
    - Did not submit required documents = 0%
- **20% BEE CRITERIA**
  - **10% BEE LEVEL**
    - Level 1 = 10%
    - Level 2 = 7.5%
    - Level 3 = 5%
    - Level 4 = 2.5%
    - Level 5,6,7,8 = 0%
  - **5% BO%**
    - BO ≥ 51 = 5%
    - BO <51 = 0%
  - **5% BWO%**
    - BWO ≥ 30% = 5%
    - BWO < 30% = 0%

3.6 ANNEXURE G – SCOPE OF WORK

1. Purpose

EnviroServ requires suitably qualified, experienced and capable service provider(s) for the supply and delivery of Personal Protective Equipment (PPE), Protective Clothing and related safety equipment to designated EnviroServ operations across South Africa and Uganda.

The successful service provider(s) will be required to provide compliant, fit-for-purpose and quality PPE on an as-and-when-required basis, in accordance with EnviroServ's operational requirements and authorised purchase orders.

The detailed PPE items and pricing requirements are contained in the separate PPE Item List and Pricing Schedule issued in Excel format as part of this RFP.

No minimum quantity, volume, expenditure or value of purchases is guaranteed under the resulting contract.

2. Scope of Supply

The successful service provider(s) shall supply and deliver PPE and related protective equipment as specified in the separate PPE Item List and Pricing Schedule.

The scope may include, but is not limited to the following examples:

- Protective clothing
    a. Coveralls / conti suits (80% high visibility orange and 20 % bottle green) – General, Acid resistant and acid resistant/flame retardant combinations, with reflective strips over shoulders, chest, waist and legs, Blue SASOL spec conti suits acid and flame retardant.
    b. Thermal wear – Bunny jackets and Freezer Jackets – Orange high Viz
    c. Rain suits – Hi Viz orange with reflective tape over shoulders, chest and legs
- Safety footwear – Lace up boots only with steel midsole and STC, Gum boots with midsole and STC
- Hand protection – Various
- Head protection – Hard Hats with and without accessories, bump caps.
- Eye and face protection - Various
- Hearing protection - _ Plugs and Earmuffs
- Respiratory protection – 3M Double silicone half mask respirators, various cartridges and accessories. Dust masks N95 (FFP1,2,3)
- High-visibility vests – Orange with reflective strips over shoulder and double banded around body,
- Chemical resistant Clothing – Various: Chemical suits, Disposable overalls, etc.
- Disposable PPE – Aprons, latex gloves, hair nets, dust overalls, etc.
- Fall-protection equipment. Fully body harness with double lanyard, work positions equipment, life lines, etc.
- PPE accessories and related safety equipment
- Note: all PPE is to SANS approved or equivalent EU, UK, ANSI certification

The PPE Item List shall be regarded as the primary reference for the products required under this RFP.

3. Geographic Coverage

The scope applies to designated EnviroServ operations across:

1. South Africa – National

2. Uganda

Tenderers must clearly indicate their capability to service:

- South Africa;
- Uganda; or
- Both South Africa and Uganda.

The successful service provider(s) must have sufficient distribution and logistical capability to deliver PPE to the applicable EnviroServ sites within agreed lead times.

EnviroServ reserves the right to appoint one or more suppliers by country, region, site, product category or item, depending on the outcome of the technical and commercial evaluation.

4. PPE Item List and Pricing Schedule

A detailed PPE Item List and Pricing Schedule will be issued separately in Excel format and forms part of the RFP documentation.

Tenderers must complete the pricing schedule in full for all items they are capable of supplying.

The completed schedule must clearly indicate, where applicable:

- Product/item description
- Brand or manufacturer offered
- Supplier product code
- Unit of measure
- Unit price
- Lead time
- Minimum order quantity, where applicable
- Country of origin, where requested
- Branding cost, where applicable
- Delivery charges, where applicable
- Any exclusions or qualifications

Items that cannot be supplied must be clearly identified as "Not Offered" and should not simply be left blank.

5. Product Quality and Compliance

All PPE supplied must:

- Be new and unused.
- Be fit for the intended purpose.
- Be of consistent quality.
- Meet the specifications contained in the PPE Item List.
- Comply with applicable occupational health and safety requirements.
- Comply with applicable recognised PPE standards.
- Carry appropriate certification and markings where required.
- Be suitable for EnviroServ's operational working environments.

For South African operations, PPE must comply with applicable SANS requirements and/or recognised equivalent international standards, where applicable.

For Uganda operations, PPE must comply with applicable local occupational health and safety requirements and recognised international standards, where applicable.

Tenderers must provide certificates of conformity, technical data sheets or other supporting documentation when requested by EnviroServ.

6. Samples and Technical Evaluation

EnviroServ reserves the right to request product samples during the tender evaluation process and/or during the contract period.

Samples may be evaluated based on:

- Compliance with specification
- Quality
- Durability
- Comfort and fit
- Suitability for the operating environment
- User acceptance
- Value for money

Where samples are approved, subsequent products supplied must be consistent with the approved sample.

7. Product Substitution

No product substitution will be permitted without prior written approval from EnviroServ.

Where a specified item is unavailable, the supplier may propose a technically equivalent or superior alternative.

The supplier must provide sufficient technical information to demonstrate equivalence before approval.

No alternative product may be delivered until approval has been obtained from EnviroServ.

8. Branding Requirements

Where required, protective clothing must be branded in accordance with EnviroServ's approved corporate specifications.

Branding may include:

- EnviroServ logo
- Employee name
- Employee number
- Site or department identification
- Reflective strips
- Other approved identification

The supplier must obtain approval of artwork and/or samples before proceeding with bulk production.

Branding must be durable and suitable for the expected working and washing conditions.

9. Sizing and Fitting

The supplier must provide a suitable range of sizes for applicable PPE and protective clothing.

Where required, the supplier must support:

- On-site sizing

- Footwear fitting
- Garment fitting
- Male and female sizing requirements
- Special sizing requirements
- Size exchanges

The supplier must have an efficient process for managing legitimate sizing exchanges.

10. Ordering Requirements

PPE will be ordered on an as-and-when-required basis through authorised EnviroServ purchase orders.

The supplier must:

- Acknowledge receipt of purchase orders.
- Confirm stock availability.
- Confirm expected delivery dates.
- Immediately communicate potential shortages or delays.
- Supply only quantities and products authorised on the applicable purchase order.
- Maintain accurate records of orders and deliveries.

No minimum purchase quantity or expenditure is guaranteed by EnviroServ.

11. Delivery Requirements

The supplier shall deliver PPE to the EnviroServ location stated on the applicable purchase order.

Deliveries must:

- Be made within agreed lead times.
- Be appropriately packaged.
- Clearly identify the relevant purchase order.
- Include appropriate delivery documentation.
- Be delivered during the applicable site's receiving hours.
- Be supported by proof of delivery.

The supplier will remain responsible for products until they have been accepted at the designated delivery location.

12. Lead Times and Stock Availability

Tenderers must indicate standard lead times in the PPE Item List and Pricing Schedule.

The successful supplier(s) will be expected to maintain reasonable stock availability for frequently purchased and operationally critical PPE.

The supplier must proactively notify EnviroServ of:

- Potential stock shortages
- Product discontinuations
- Manufacturer delays
- Import delays
- Extended lead times
- Other supply-chain risks that may affect continuity of supply

Where appropriate, the supplier may be required to maintain agreed minimum stock levels for critical or frequently purchased items.

13. Emergency Requirements

EnviroServ operations may occasionally require PPE on an urgent basis.

The successful supplier(s) must demonstrate the ability to support reasonable emergency requirements and provide expedited delivery arrangements where possible.

Any inability to supply safety-critical PPE must be escalated immediately.

14. Returns, Defects and Replacements

The supplier must replace, at its own cost where attributable to the supplier, PPE that is:

- Defective
- Damaged
- Incorrectly supplied
- Incorrectly branded
- Not compliant with specification
- Different from the approved product or sample

Returns and replacements must be managed within agreed turnaround times.

15. Pricing

Pricing must be provided in the separate Excel PPE Item List and Pricing Schedule.

Tendered pricing must clearly identify all applicable costs.

Any additional charges, including delivery, branding, duties or other charges where applicable, must be disclosed as part of the tender submission.

Pricing for South Africa and Uganda must be clearly identifiable where different pricing structures apply.

EnviroServ reserves the right to benchmark submitted and contracted pricing against prevailing market conditions.

16. Price Adjustments

Any proposed price adjustment during the contract period must:

- Be submitted in writing.
- Be supported by appropriate evidence.
- Clearly identify the underlying cost driver.
- Comply with the notice requirements contained in the contract.
- Be reviewed and approved by EnviroServ Procurement before implementation.

No price increase may be implemented without prior written approval.

17. Reporting Requirements

The successful supplier(s) may be required to provide monthly and/or quarterly reports including:

- Spend by site
- Spend by product
- Quantity purchased by product
- Spend by country
- Orders received

- Orders delivered
- Outstanding orders
- On-time delivery performance
- Lead-time performance
- Stock availability
- Returns and rejected products
- Price movements
- Savings and cost-optimisation initiatives

Reports must be provided electronically in a format agreed with EnviroServ.

18. Supplier Performance Management

The performance of the successful supplier(s) will be monitored throughout the contract period.

Performance indicators may include:

- On-time delivery
- Order fulfilment/fill rate
- Product quality
- Specification compliance
- Stock availability
- Lead-time performance
- Pricing compliance
- Invoice accuracy
- Returns and replacement turnaround
- Responsiveness
- Reporting accuracy
- Cost-saving initiatives
- Continuous improvement

Supplier performance reviews may be conducted periodically by EnviroServ Procurement and relevant operational stakeholders.

19. Continuous Improvement and Cost Optimisation

The successful supplier(s) will be expected to support continuous improvement and cost optimisation initiatives.

This may include:

- Product standardisation
- Volume discounts
- Consolidation of demand
- Product rationalisation
- Alternative compliant products
- Improved product durability
- Stock optimisation
- Reduction of emergency purchases
- Improved delivery arrangements
- Consumption management
- Supplier-led innovation

Any cost optimisation initiative must not compromise employee safety, statutory compliance or product quality.

20. Contract and Supplier Management

The successful supplier(s) must nominate an appropriate account manager and escalation contact.

The supplier may be required to participate in periodic business and performance review meetings covering:

- Contract performance
- Service levels
- Costs and pricing
- PPE consumption
- Supply-chain risks
- Business and regulatory requirements
- Cost-saving opportunities
- Continuous improvement opportunities

21. Award Structure

EnviroServ reserves the right to:

- Appoint one or multiple suppliers.
- Award separately for South Africa and Uganda.
- Split the award by region or site.
- Split the award by PPE category
- Split based on cost structure