

Terms of reference (ToRs) for the procurement of services

GIZ South Africa	Project number/ cost center: 96.9250.0-001.00
-------------------------	--

E-waste Management Service

Context

As the consumption of electronic equipment steadily increases, so does the electronic waste that accompanies it. E-waste is a growing challenge for South Africa, with a limited number of technological devices and equipment being correctly collected, dismantled, disposed, and recycled.

Along with the technological demands of a more remote post-pandemic context, this rise of e-waste can also be attributable to the short lifecycles of electronic equipment, the technological progress that makes older technology rapidly obsolete and dispensable, as well as the low recycling rate. The incorrect and illegal disposal and recycling of e-waste results in hazardous and poisonous chemicals polluting and contaminating the very natural resources on which society relies. Additionally, there is an economic loss in the residual value of the raw materials left unrecovered from poorly managed e-waste.

Thus, in line with our sustainability mandate, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GIZ engages in the environmentally sound disposal and recycling of e-waste. As a key pillar of our Green IT strategy, our e-waste model is based upon the principles of sustainable waste management, resource efficiency, and circular economy.

To this end, GIZ seeks to appoint a suitably qualified and certified service provider for the management of end-of-life electronics, for our Pretoria Country Office in South Africa.

Objectives

GIZ seeks to conclude a service contract for the e-waste management service with a qualified service provider.

The physical collection of the e-waste is anticipated to be from our offices in Hatfield, Pretoria.

Tasks to be fulfilled by the contractor

The appointed service provider is required to ensure the environmentally friendly and planned collection, storage, transportation and treatment of electronic waste.

The service provider will be required to provide GIZ Pretoria with the collection of the following old, previously utilised, and/or damaged electrical and electronic items:

- laptops and computers
- screens, monitors, scanners, printers, and cartridges
- mobile/cellular and analogue telephones

Terms of reference (ToRs) for the procurement of services

- UPS, power, and wire cables
- small/ large appliances and equipment
- lighting tubes, lightbulbs, and lamps
- batteries and battery-operated items
- other technological components and accessories

The qualified service provider will then issue a certificate and inventory list (itemised) of the collected electronic waste, to GIZ.

The e-waste management services provided must comply with the legislation governed by the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) of South Africa and regulatory frameworks outlined by the Department of Forestry, Fisheries, and the Environment (DFFE).

Time frame of the assignment:

The service provider will typically collect e-waste twice a year (mid-year and year-end) for the duration of the contract. However, ad-hoc collections may be requested should specific volume thresholds be exceeded.

The anticipated contract duration date is from the 01 December 2022 to 31st July 2024. In line with our Framework Agreement principles, GIZ may subsequently extend the contract for another (one) year.

Reporting:

A Certificate of Safe Disposal must be issued to IT, Procurement Unit and the Finance/ Inventory Manager for inventorisation purposes.

An annual report on the dismantling, refurbishment, and recycling of the e-waste components submitted by GIZ along key indicators such as: 1) total e-waste generated by GIZ, or total e-waste officially collected at GIZ, 2) total e-waste officially recycled on behalf of GIZ, 3) e-waste collection rate; and other industry related measures.

Requirements:

- minimum 5 years of experience in managing e-waste utilising take-back/ buy-back systems and approaches
- E-Waste Management Proposal including the utilisation of economic and efficient processes. Demonstration of the consideration of both environmental and social objectives in the e-waste management model of the service provider is required
- Commercial/financial proposal for the e-waste collected
- Company Profile demonstrating environmentally and socially sound approaches to e-waste. Companies that encourage public awareness, community involvement and integration of informal sector players into the e-waste value chain, are encouraged to submit proposals
- Membership Certificate of eWASA (e-Waste Association of South Africa)

Terms of reference (ToRs) for the procurement of services

- Certified Data Erasure
- Company Registration Certificate
- Tax Compliance Certificate