

2. SPECIFICATION OF GOODS / SERVICE REQUIRED

Provide 200 bags and 200 boxes monthly for recycling waste paper, if more bags are needed for that month the Department will request additional boxes at no extra charges to the Department
Provide guidance in terms of sorting waste paper according to the colour e.g. Magazines, newspapers, old journals/books, file covers, etc and extra bags should be made available for sorted materials.
Pick-up hours for the collection should be between 08:00-15H00 once a week / or the Department will arrange for collection once the bags are full
The supplier must bring the scale during the collection at NDPWI premises to ensure accurate information (weight, volume) is provided to the client (NDPWI)
Contact person must be established to liaise with the Department in terms of the collection arrangements and supply of bags/boxes
Collection must be done within 24 hours upon receiving a collection request
Payment to the Department must be done within 30 days of the collection
Supplier should make sure that all equipments and stationery supplied to NDPWI meet the OHS&A safety standard
NB. Bags and boxes should be supplied to the Department at no charge fee