

## **Call for candidates contractors to collect WEEE (waste electrical and electronic equipment – with the exception of lamps and smoke detectors) on a finely meshed base, to sort it in fractions and to prepare it for transport in bulk, as from 1 July 2018.**

Since 1 July 2001 Recupel vzw/asbl organises and coordinates the implementation of the WEEE take-back obligation in Belgium. One of its tasks is the finely meshed collection of WEEE from the collection points, in an environmentally friendly and cost-effective way. This call is related to the finely meshed collection of WEEE and the sorting out thereof in homogeneous fractions in view of its bulk transport to the processing companies.

Recupel calls for candidates who, on a contractual basis, can perform these services as from 1 July 2018. Applications must be in possession of Recupel at the latest on 12 January 2018 at 5 pm. They are submitted either by registered letter under closed envelope (the sealed envelope is put in a double envelope), or delivered to Recupel, under closed and sealed envelope and against receipt.

The application is submitted in the following form : (1) a letter that states the identity of the candidate and the service area(s) covered by the application, signed by the competent person(s), together with (2) a USB-stick holding dated and signed pdf-documents (see under point 5 of the attachment here after).

### **Procedure:**

Recupel will assess the timely submitted applications and select candidates by 18 January 2018. These selected candidates will be sent tender specifications as from 19 January 2018. They must submit their offer by 19 February 2018 at the latest.

Further to the assessment of the offers and approval by the competent authorities, Recupel will enter into an agreement with the selected contractors by 30 June 2018 at the latest. Such contract will in principle enter into force on 1 July 2018. Only in case of unforeseeable circumstances, this schedule can be deviated from.

The candidate specifies in its application which territorial service area (one or more of the provinces) its application involves: with respect to the finely meshed collection of WEEE, the Belgian territory is divided into 10 service areas, which match with the 10 Provinces (thus excluding the 19 municipalities forming the Brussels Capital Region). Within the service area, the contractor has exclusive rights with regard to the services described by the specifications, with the exception of a zone near the provinces borders.

The contract to be entered into shall have a definite term and shall terminate as a matter of law on 30 June 2021.

The candidate can appeal to subcontractors but remains the sole party responsible vis-à-vis Recupel. Possible subcontractors must comply with all conditions the candidate itself must comply with. All documents and declarations to be attached to the application of the contractor are also required concerning these third parties.

Recupel is not a public authority and the public procurement legislation is therefore not applicable.

The application can be drafted in Dutch, French or English. It shall include the necessary administrative information on the candidate (company name and commercial name, legal form, nationality, registered seat, company number).

Additional information concerning the assignment is available in the attachment.

**Description of the assignment:**

The assignment consists in collecting WEEE (with the exception of lamps and smoke detectors) at collection points (such as shops, waste centres, distribution, companies) in small quantities (at least eight single units or at least one full box pallet) and to centralize it in at least one central finely meshed transfer station (FTS) operated by the candidate.

At the FTS, WEEE are first sorted out with regard to possible re-use. Not selected WEEE are sorted out furthermore, so that only full loads with homogeneous fractions (Cooling and Freezing appliances, Big White appliances, Televisions and Monitors and Other WEEE) are transported to the processing companies. This collection, selection and sorting out is performed in a way that no dangerous substances are released.

The contractor also provides the appropriate registration and administration in cooperation with Recupel.

Based on the requests for collection, Recupel sets forth a circuit ride (collection and road scheme for a day) which the contractor has to carry out on a determined day. This means it has to go by various collection points on that day. Recupel determines this circuit ride based on an optimal performance, but the contractor is free to change the order of the collection points. It carries out the assignment on the working day following its acknowledgement. The contractor shall ensure that a supply of empty receptacles is available so that collection points always have sufficient receptacles.

The collector also has the obligation to deliver a transparent reporting on the implementation of the contract and the irregularities encountered.

Candidates shall demonstrate that they have sufficient collection and sorting capacity. Candidates shall demonstrate they have all legally required permits, authorisations and acknowledgments to perform this assignment.

Brussels, 6 December 2017

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Luc Meert

Chairman

Recupel vzw

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Peter Sabbe

General Manager

Recupel vzw

## Attachment to the call to candidates of 6 December 2017 concerning the finely meshed collection and sorting out of WEEE

Preliminary comments: In case of contradiction between this publication and the tender specifications, the latter shall prevail. This attachment is not exhaustive and does not replace the tender specifications.

### 1 Definitions

WEEE: Waste Electrical and Electronic Equipment, the electrical and electronic equipment to be accepted pursuant to of the take-back obligation from consumers/end users. In the tender specifications, this is defined furthermore under "Fractions", with the exception of lamps and electrical and electronic smoke detectors.

Container: 38 m3 container with a roof and opening outdoors, property of Recupel

Box Pallet: Wooden pallet with a surface area of 120 cm x 100 cm with 8 separate structural components, which are covered at the inside with a plastic layer and together form a receptacle measuring approximately 178 cm high. This receptacle can contain up to 550 kg of WEEE, and weighs 107 kg in empty state. Box pallets are the property of a third party and are made available by Recupel.

FTS: Finely-meshed Transfer Station: Centralised station operated by the finely meshed collector to which the collected finely meshed WEEE is transported on Recupel's instructions, where they are temporarily stored and sorted out in fractions, and from where the WEEE is transported in bulk to processing companies. At this location re-use selection also takes place.

RTS: Regional Transfer Station: Centralised station where WEEE collected in collection points is gathered, temporarily stored, and sorted into fractions, and from where the WEEE is transported in bulk to processing companies. It usually is the operation of an Inter-municipal association.

Full loads: Average weights, different from one fraction to another :

BW: One or two containers. Each container contains approximately 95 units of BW; two containers contain together approximately 9,893 kg net BW.

CF: One or two containers. Each containers contains approximately 59 units of CF; two containers contain together approximately 5,394 kg net CF.

OTH: A trailer on which 24 box pallets are loaded, and which are filled with OTH. One OTH box pallet weighs on average 313 kg net. A full net load weighs approximately 7,509 kg. The trailer must be equipped with the legally/regulatory required weather-resistant cover.

TVM: A trailer on which 24 box pallets are loaded or a container, which are/is filled with TVM. One box pallet with TVM weighs on average 261 kilo net. A full net transport weighs thus approximately 6,275 kg. The net weight of a full container TVM is approximately 3,536 kg. The trailer must be equipped with the legally/regulatory required weather-resistant cover.

### 2 Handling of WEEE

In general, the collection, transfer and the transport must be carried out in such a way that no dangerous substances or gases are released, and in a way that reutilisation is preserved. All WEEE is to be kept dry (weather- resistant covering)

The following WEEE must be handled with special care:

- Cooling and Freezing appliances: no damage to the cooling circuit;
- Tube containing devices: no glass breakage of the (flat)screens of TV's and Monitors.

### 3 Technical prescriptions

The technical normative document Cenelec European Standard EN 50625 – Collection, Logistics and Treatment for WEEE applies to the services described in the specifications, and shall be complied with by the operator. The part of the standard applicable to the services at hand is the following : TS 50625-4 Part 4 : Collection & logistics associated with WEEE.

Locations for storage of WEEE:

- impermeable surface with provision for collecting leaking oil and if necessary settling tanks, oil separators and waste separators.
- weather-resistant cover.

### 4 Estimated quantities

For information purposes only, the quantities collected by Recupel in the period from September 2016 to August 2017 (partially through the finely meshed collection, and partially through the bulk transport) are indicated below. Recupel does not guarantee that these volumes will actually be reached in the upcoming contract period.

Cooling and Freezing equipment (CF)	18.776 tons or 410.764 units
Big White goods (BW)	25.700 tons or 493.566 units
CRT containing devices (TVM)	13.817 tons or 650.212 units
Other small WEEE (OTH)	41.832 tons

### 5 Documents and information to be submitted by the candidates

The documents listed here under must be attached to the application. The numbering stipulated must be used and strictly complied with. Failing that, Recupel is entitled to consider the application as irregular and not to accept it.

These documents are part of the pdf-documents on the aforementioned USB-stick. The digital files are named as follows:

[*name candidate*]XX.pdf – whereby XX represents the number indicated below (e.g. Name01.pdf)

1. the annual accounts of the candidate for the last two accounting years.
2. a statement of the candidate that it is not in a state of bankruptcy, liquidation or composition and that it has not filed a bankruptcy declaration, and that it is not subject to a procedure provided by the Companies Continuity Act.
3. a document that proves that the candidate is sufficiently insured against the risks associated with the services offered, including an insurance covering the damage/loss/destruction because of fire to/of the receptacles put at disposal by Recupel.

4. a document that proves that the candidate has fulfilled its payment obligations to the Belgian social security.
5. a copy of the legally required permits, authorisations, acknowledgments and registrations to perform this assignment or evidence that these have been requested for.
6. a statement of the candidate that it accepts an audit of its technical and/or financial/economical capacity of at most 1 day, at his expense, to be performed by independent experts. If the candidate wants to appeal to subcontractors, it must demonstrate that these also accepts such audit.
7. a description of the nature and the scope of the relevant activities/references of the candidate during the past three years and a report on the operational means available now and in the future to the candidate for the execution of the assignment.
8. a description and summary of the vehicles and the sites the candidate will to use to perform the assignment : all locations where WEEE/receptacles will be stored (transfer stations – FTS), including address, opening hours, access hours, buffer capacity, staffing and the number and the specifications of the vehicles and the material that will be used. If a candidate uses more than one FTS location, it shall mention for each of it which territorial area it serves (mentioning the ZIP codes of the locations served)..
9. the territorial service area(s) for which the candidate submits an application (one or more Provinces).