

Call for candidates contractors to collect WEEE (waste electrical and electronic equipment) on a super 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 super 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, signed by the competent person(s), together with (2) a USB-stick holding dated and signed pdf-documents (see under point 4 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 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:

This call is related to a particular assignment of super finely meshed collection of a number of WEEE. It consists of the following services:

- (1) Collect WEEE at **RecyclePoints**, these are collection points where a Recupel Collection Unit was set for the collection of Small WEEE (of the OTH fraction) and/or Lamps (energy saving lamps, LED lamps and tube lamps); and
- (2) Carry out **Unique Collections** of WEEE (with the exception of Lamps) at companies in box pallets, roll cages or containers; and
- (3) Operate a **transit storage centre**, sort out/store and select in view of reutilisation, and manage **collection receptacles** (cardboard boxes, plastic bags, box pallets, Lamps receptacles, roll cages).

The application shall be related to the three aforementioned components.

The services are carried out in a territorial **service area** covering the whole territory of Belgium (with the exception of the Brussels Capital Region as regards the mission mentioned under (2) above). Within this area the operator is granted **exclusivity**.

Collection time period :

- Services aforementioned under (1) : 80% of the demands is carried out at the latest on the working day following the day of demand; 100% of the demands is carried out at the latest the 2nd working day following the day of demand.
- Services aforementioned under (2) : The operator carries out deliveries (empty receptacles) and collections within three working days following the day of the instruction given by Recupel.

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

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 all legally required permits, authorisations and acknowledgments to perform this assignment.

Brussels, 6 December 2017

Luc Meert

Chairman

Recupel vzw

Peter Sabbe

General Manager

Recupel vzw

Attachment to the call to candidates of 6 December 2017 concerning the super 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 (EEE) to be accepted pursuant to of the take-back obligation from consumers/end users, which have to be processed pursuant to legal/regulatory provisions and environmental policy agreements. As regards super finely meshed collection, this is limited to:

- (1) WEEE (Small WEEE of the OTH fraction at the one hand and LMP at the other hand) that can be put in the Recupel Collection Unit (see Schedule 1 Specifications and the definitions of Small WEEE and LMP), and
- (2) WEEE that are subject to Unique Collections

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. As regards super finely meshed collection, box pallets are only used for Small WEEE and for WEEE of the OTH/TVM fractions.

Unique collection : A finely meshed collection of WEEE at a company who disposes for a one-time of WEEE, including the supply of empty receptacles. This company is therefore not a regular collection point in the Recupel network.

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.

Small WEEE: WEEE with external dimensions (length, width, height) of maximum 25 cm (including the very small WEEE mentioned in the Flemish Region Vlarema Decree and in the Brussels Region Brudalex Decree). They belong to the OTH fraction.

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

Small WEEE and 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.

LMP: A trailer on which receptacles filled with LMP are loaded (Lamps or TL) (more detailed determination of quantities in the specifications). The trailer must be equipped with the legally/regulatory required weather-resistant cover. The average weight of a LMP bulk transport is 3.858 kg.

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;
- Lamps : no glass breakage.

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 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).