

Republic of Namibia
Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street

Tel: (061) 203 9111
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PROCUREMENT MANAGEMENT UNIT

EXPRESSION OF INTEREST

Description: Request for expression of interest for collection of radiographic waste


Expression of interest: The Ministry of Health and Social Services is seeking the services of 100 % Namibian owned companies with proven expertise for the purchase of used fixer solution, used x-ray and unused expired x-ray films as well as dry view/laser films, for the purpose of recovering silver at various hospitals in the Public Sector

Terms of reference (TOR) are available at the Procurement Management Unit (PMU) Help Desk at the entrance, and should be recorded and submitted in the Tender Box, which is located at the PMU Help Desk, at the security / entrance of the Finance and HR Building
Ministry of Health and Social Services
Harvey Street, Windhoek West

Formal enquiries/ clarifications should be addressed to the Secretary: Procurement Committee (procurement@mhss.gov.na) and will be communicated and shared with all bidders.

Levy payable: N/A

Date of Advertisement: Thursday, 07 March 2019
Closing Date of submission: Wednesday, 13 March 2019 @ 11h00


Mr Benetus Nangombe
Executive Director





REPUBLIC OF NAMIBIA

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PROCUREMENT MANAGEMENT UNIT

Administrative Enquiries: Ms. S Kalenga 061- 2013 2260

Technical enquiries: Ms S. Bloodstaan 061 -203 2333

DATE ADVERTISED: THURSDAY, 07 MARCH 2019

CLOSING DATE: 11H00 ON WEDNESDAY: 13 MARCH 2019

DESCRIPTION: REQUEST FOR EXPRESSION OF INTEREST FOR COLLECTION OF RADIOGRAPHIC WASTE

BIDDER.....

ADDRESS.....

TEL.....

FAX/EMAIL.....

TOTAL BID PRICE.....

TERMS OF REFERENCE (TOR): COLLECTION OF RADIOGRAPHIC WASTE

Provide details:

- 1) Handling and transport details (transport of products).
- 2) The silver recovery processes for used fixer.
- 3) The silver recovery processes for used film.
- 4) The hazards and risks associated with the products used during silver recovery processes.
 - Staff safety measures when handling of hazardous goods

Provide a comprehensive contingency plans in case of:

- 1) Mechanical breakdown during load in transit,
- 2) Loss or damage to containers/Vehicle hijacking
- 3) Labour unrest (company personnel and departmental personnel)
- 4) Theft / loss of patients records in transit and on the premises

Provide evidence of the following documentation:

1. Template of Hospital customer surveys monitoring tool in terms of services rendered by service provider.
2. A written outline of communicating: collection dates, handling of complaints by end users, feedback to Radiographic Services
3. Template of Collection Notes/ Goods Receipt Voucher
4. Template of Certificate of Destruction of records and used fixer chemicals destroyed/ disposed (used film and used film).
 - A written outline of the payment plan to Ministry of Health, for used fixer and used film sold to service provider

Details of methods for the following technological and chemical process:

1. Handling of used fixer solution and recovery process of silver.
2. Handling of used x-ray film (used in wet processing) and recovery process of silver.
3. Handling of used dry laser film and recovery process of silver.
4. Outlining the management of the waste generated at the premises.
5. Outlining the safe transport and storage of patient records (used films) on the premises before destruction occurs.

Provision of the below:

1. 20 Litre plastic containers for used fixer. (1)
2. Above container must be clear container and sealable top (spill or leakage free). (1)

3. Above container is labelled for storage and transporting "used fixer chemicals containing silver". (1)
4. Sealable heavy duty containers to store and transport at least 20 kg used films. (1)
5. Labelled container for x-ray films from wet processing (1)
6. Labelled container for dry laser films (1)
7. Availability of calibrated scale, with large flat area to weigh the containers with used films. (1)
8. Documented proof of calibration of above scale (1)

The bid prices will be compared on the basis of the total revenue obtained from the outright sale of Health care waste items that contains silver that are recovered. The revenue will be the sum of the following:

- i. Basic price per litre of the used fixer solution
- ii. Basic price per kilogram of the used X-ray film
- iii. Iii)Basic price per kilogram of the used dry laser film

Capacity of the site: Structural design and safety of the premises for silver recovery chemical processes should be in line with Environmental Management Act and associated Regulations

1. Receiving site and Admin site
2. Staff ablution facilities, Kitchen area
3. Warning notices/pictograms
4. Storage facilities
5. Silver recovery Treatment Area
6. Waste Bins
7. Protective clothing for staff on site
8. Trolley with wheels and Waste Bins
9. Ventilation system on site
10. Fire safety equipment on site
11. Material Safety Data Sheets (MSDS) of chemicals used on premises during silver recovery process
 - Accredited test strips (to test silver content in used fixer solutions)

2. Processing units for fixer and X-ray film

1. Industrial Shredding machine
2. Water baths used for chemical processing of used x-ray films from wet processing or other alternative silver recovery equipment of used x-ray film
3. Equipment for silver recovery of dry laser film or other alternative silver recovery equipment of dry laser film
4. Drainage system

5. Used fixer processing equipment

Observed proof of vehicle/s used for collection and delivery below:

1. At least one enclosed vehicle (bakkie/truck/trailer).
2. Equipped to carry hazardous goods
3. Properly marked to carry hazardous goods
4. Details of the company displayed on the vehicle
5. Contact number displayed on the vehicle

BACKGROUND

Used x-ray fixer is regulated as a hazardous waste because of its high silver content and must be recycled or recovered. Used and unused x-ray films also contain silver and therefore recyclable. Silvery recovery is a process of reclaiming/recovering used fixative from fixer solution and x-ray films. Due to the high content of silver, used fixer solution cannot be poured into the municipal sewage system as it may contaminate and/ or pollute the environment.

It is imperative to mention that obsolete x-ray films are confidential medical records that have aged beyond the retention schedule of five (5) years. Proper disposal methods include shredding, burning, pulping or pulverizing the records so that patient health information is rendered essentially unreadable and cannot be reconstructed. The onus lies with the company to ensure that obsolete x-ray films are disposed in a safe and secure manner that preserves patient privacy.

REQUIREMENTS

The successful company should:

1. Timely collect used fixer solution, used and unused x-ray films at various hospitals and health facilities in the public sector that provide x-ray services in Namibia.
2. Ensure safe and environmentally friendly disposal of the radiographic waste.

3. Ensure that sufficient empty containers are supplied to facilities to collect the used fixer solutions.
4. Supply empty plastic bags or a suitable container for the collection of obsolete x-ray films at each x-ray facility.
5. Submit a detailed proposal and the time frame for the overall collection process.
6. Proven record in radiography waste management

The following documents are mandatory and bidders failing to comply will be automatically disqualified.

1. Certified copy of Close Corporation Certificate or Founding Statement
2. Certified copy of Certificate of Good Standing with Social Security Commission
3. Valid Certificate of Good Standing issued by the Ministry of Finance
4. Certified copy of a valid Affirmative Action Compliance Certificate

TIME FRAME

1. The successful bidder can only start the collection process once the Contract has been signed with the Ministry of Health and Social Services
2. The successful bidder is expected to submit regular progress reports for the contract period

Proposals must be submitted in the Tender Box, which is located at the PMU Help Desk, at the security /entrance of the Finance and HR Building, Ministry of Health and Social Services, Harvey Street, Windhoek West