Request for Proposals (RfP)

Establishment of an Organic Waste Composting Facility in the City of Ekurhuleni

C40 Cities Climate Leadership Group, Inc.

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United States of America

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C40 CITIES

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1. C40 Cities Climate Leadership Group Inc.

C40 is a network of nearly 100 mayors of the world's leading cities working to deliver the urgent action needed right now to confront the climate crisis and create a future where everyone, everywhere, can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to limit global heating in line with the Paris Agreement and build healthy, equitable and resilient communities. We work alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to support mayors to halve emissions by 2030 and help phase out fossil use while increasing urban climate resilience and equity.

To learn more about the work of C40 and our cities, please visit our website or follow us on X, Instagram, Facebook and LinkedIn.

2. Background, Programme and Project Details

2.1. Background

The City of Ekurhuleni Metropolitan Municipality (CoE; "the City") is home to a population of over 4 million people. The CoE is an important industrial and logistics hub in the Gauteng Province, South Africa. Through the implementation of the Growth and Development Strategy 2055 (GDS 2055), the City aims to become a "delivering, capable, sustainable" city by 2055. The City of Ekurhuleni is situated in the Eastern region of the Gauteng Province and is bordered by the metropolitan municipalities of Johannesburg and Tshwane. The City spreads over 15.6% of Gauteng's land mass (1,975km^2). It is the fourth largest (by population) of the eight metropolitan municipalities in South Africa. The City of Ekurhuleni was established as a metropolitan municipality during the restructuring of local government in 2000, and consists of nine towns, namely Alberton, Benoni, Boksburg, Brakpan, Edenvale, Germiston, Kempton Park, Nigel, Springs, and 17 townships, including the well-known townships of Tembisa, Daveyton, Kwa-Thema, and Katlehong.

As part of its strategy, the City has prioritised responding to climate change through various initiatives, including the development of a Green City Action Plan (GCAP) and the Integrated Waste Management Plan (IWMP). The plan identifies actions, including city-level policies, investments, and planning strategies, that can help the City meet its climate mitigation and sustainability targets.

Specific targets pursued in the Green City Action Plan, which are aligned with the City's existing Ekurhuleni + Challenge 2030 targets, are as follows:

- 25% reduction in fossil fuel energy use.
- 20% reduction in private fossil fuel vehicle kilometres travelled.
- 50% reduction in waste sent to landfill.
- 20% improvement in water security.
- 20% reduction in greenhouse gas emissions.

The City has committed to prioritising waste action plans as detailed in their GCAP to dramatically reduce the amount of waste disposed of and reduce greenhouse gases (GHG) emissions at landfill sites. Through the Pathway Towards Zero Waste, the City has committed to providing a cleaner, healthier, more resilient, and inclusive environment by providing timely, city-wide waste collection, treating at least 30% of organic waste, and reducing waste disposal emissions by at least 30% by 2030.

2.2 Transforming Cities Waste Management Programme

Organic waste (food waste and other biodegradable waste) comprises between 30% and 60% of the total municipal solid waste generated in African cities, and this organic waste is responsible for up to 20% of city greenhouse gas emissions, primarily as methane from landfills and dumpsites. In terms of city powers and transformational potential, action to reduce organic waste disposal represents an immense opportunity to reduce methane emissions and deliver significant local benefits on public health, sanitation, and job creation.

According to the latest International Panel for Climate Change (IPCC) Report, addressing methane emissions is the single fastest and most effective way to address current global warming. African cities have a unique opportunity to contribute to this global mission by implementing sustainable waste management systems. C40 is working with cities to dramatically reduce current and future emissions by strategically engaging political leadership. To deliver the most impactful waste management priorities captured in their respective Climate Action Plans, while also building technical, institutional, and operational capacity in the supported cities.

The Transforming Cities Waste Management Programme looks into supporting cities to transform their waste management whilst reducing methane emissions. The Programme has provided the City of Ekurhuleni with the preliminary tools needed to establish sustainable waste management systems and the foundational requirements to deliver on the C40 Sustainable Waste Systems Accelerator objectives. Cities are high-impact change agents, and improving waste management is a key opportunity for cities to reduce methane emissions and a key priority for mayors.

C40 Cities is supporting the City of Ekurhuleni in addressing collection gaps, improving residual waste disposal solutions, reducing organics from disposal, and creating and upskilling jobs in the waste sector. Following consultations with the City officials, there is a need to establish an organic waste compost facility to treat recovered organic waste. This will enhance the efforts towards diverting organic waste from final disposal and dramatically reducing methane emissions.

2.3 Situational Analysis

Within the City of Ekurhuleni, there are five landfill sites that the city operates, two recycling facilities, seven transfer stations, and about 37 mini-garden sites/Public Offloading Facilities (where communities dispose of their garden waste). Some of the mini-sites are operated by the City and serviced by private service providers, City

personnel operators and co-operatives. It should be noted that in four out of five landfill sites, there are informal waste reclaimers who recover recyclable materials. However, a recent trend has been noted where waste reclaimers are moving from landfill sites to transfer stations. To accelerate organic waste diversion from final disposal, it is essential to optimise the waste management facilities and to provide training to actors in the waste value chain and enhance their awareness.

C40 and the CoE recently undertook a Waste Characterisation and Quantification Study, and a high-level analysis of potential interventions in the City to reduce organic waste disposal. These studies are made available for consultation and guidance for interested parties. The Waste Characterisation and Quantification Study in the City of Ekurhuleni (2023) revealed that garden waste is easily composted. This presents a relatively low-tech option that enables job creation opportunities, but it should be outsourced in a localised manner.

The Budget Analysis and Recommended Action Plan for Sustainable Waste Management in the City of Ekurhuleni (2023) highlights the need to compost garden refuse and organic waste. The compost product can then be used towards resuscitating soil fertility at the City's Parks. This was followed by the Project Preparation Assessment for Organic Waste Treatment in Ekurhuleni (2025), which reveals that the Northmead public waste offloading site is the most feasible for a pilot project.

An Implementation Plan Development for Organic Waste Treatment in Ekurhuleni (2026) has provided the preliminary design for a pilot organic waste compost facility based on the preceding study findings. It is in this regard that C40, through the City's request, is seeking a Turn-Key Contractor to design, build, equip, commission and hand over a fully operational organic waste compost facility at the Northmead Public Waste Offloading Site (Benoni, Ekurhuleni).

2.4 Purpose

Following consultations with Ekurhuleni City officials, C40 is seeking a Turn-Key Contractor to take full single-point responsibility for the design, procurement, construction, equipping, commissioning, operationalisation, and handover of a fully operational organic waste compost facility at the Northmead Public Waste Offloading Site (Benoni, Ekurhuleni) to be completed before March 31, 2027, including both construction and operational phases. Under this Turn-Key arrangement, the Contractor will have complete accountability for all design and construction tasks, all subcontractor and supplier management, risk management and delivery of a facility that meets the functional performance requirements set out in this RFP. C40 will act as the contracting entity, and the CoE will provide input, feedback and approvals through the Project Steering Group, specifying outcomes and performance standards; the Turn-Key Contractor will be responsible for determining and executing the means of achieving those requirements.

The project involves the design, development, installation, and temporary operation and city-appointed staff capacity building of an organic waste processing facility designed to process an average daily input of 4.5 tonnes per day (t/day) of source-separated garden waste, within a design envelope of 3–10 t/day to accommodate future growth. The facility shall be established at the Northmead Public Waste Offloading Site, Benoni. It will convert organic waste into compost suitable for use. The key outcomes of the project include:

- Review, refine and validate the existing preliminary concept design for the facility.
- Professional, detailed design of the organic compost facility and coordination with the C40 and the city for the approval of the final design.
- Establishment of the compost facility according to the approved design.
- Provide a well-capacitated workforce to proceed with the temporary facility operations and management until handover to the city.
- Operations and maintenance of the facility that realises a complete initial offtake of the first compost product cycle.
- Ensure compliance with environmental and safety regulations.
- Handover process for transferring full operational and ownership control to the CoE. This will entail the signing of the 'Goods Transfer Agreement' by the City and C40

The City commits to:

- Provide all relevant data and information towards this project.
- Provide safety and security for the organic compost facility.
- Ensure a consistent supply of organic waste feedstock and collection of the finalised product.
- Appoint a workforce to be trained on the operations and management of the facility.

As the single point of accountability under this Turn-Key Contract, the Turn-Key Contractor is responsible for and committed to providing the following:

- Development and adjustment of implementation schedules in accordance with the timelines.
- Execute, construct, and /reconfigure the site works in accordance with the approved designs, specifications and quality standards.
- All technical staff and local labour, including any subcontractors and specialists as required.
- Provision of materials, utilities, services, manpower, general civic work, etc., related to site start-up, trial runs and testing.
- Procure all insurance and permitting (physical and labour) required for the duration of the contract.
- Ensure proper operation and documentation for the duration of the contract and handover to the City.
- Provide operations management, equipment and infrastructure, material sourcing, compliance and reporting.
- All other expenses required to realise the proposed but not included in the project document.

2.5 Project Deliverable Description

Upon the conclusion of the Organic Waste Compost Northmead Pilot Facility, including both construction and operational phases, the project is scheduled to provide the following deliverables:

- A fully operational composting facility.
- The installation and commissioning of all required machinery.
- Standard Operating Procedure (SOP) manuals and training documentation.
- Environmental compliance certificates.
- Quality-tested compost and relevant certification.

2.5.1 Inception (Deliverable 1)

A project inception is to be conducted with the City and C40, culminating in the following:

- Inception Meeting that will be delivered with all the relevant stakeholders to strategise on the execution of this project (deliverable 1.1).
- Work Planning (deliverable 1.2) to consult widely in the development of the inception report. Consult stakeholders who will be key to the establishment of the organic waste compost facility.
- Submission of the Inception Report (deliverable 1.3) that contains a detailed project plan outlining overall approach, process, Key Performance Indicators (KPI's), outcomes, deliverables, methodology, resources to be deployed, timeframes and budget.

2.5.2 Professional Design (Deliverable 2)

Guided by the data and information available from the City, the Turn-Key Contractor shall develop and manage the design of a robust Turn-Key project that will cover all necessary infrastructural construction, equipping and tooling of the organic waste compost facility; capacity building programme; and operationalisation of the facility. The design will need to be approved by the City and C40 before proceeding to execute the work. The design should include the following:

1. A detailed **professional facility schematics layout,** including **engineering design** for the treatment facility that is compatible with existing plans, and approved by relevant authorities.
    - Site assessment and layout planning
    - Civil and structural design of the facility
    - Utility Plan (Water, Electricity, drainage, etc).
2. Review, refine and adopt the Implementation Plan for the Pilot Design from the previous project, considering the components highlighted below:
    - Aerobic windrow composting.
    - Organic waste feedstock: 4.5 tons per day of source-separated garden waste. Garden waste consists of green waste, which is fresh leaves, grass, and soft plant material/ food waste with high moisture and nitrogen content, while brown waste includes dry leaves, woody trimmings, and stalks with higher carbon content. Windrows are formed using controlled blends of green-25% and brown-75% material in order to achieve an overall carbon-to-nitrogen ratio in the range of between 25 and 35:1, which is considered optimal for aerobic composting.
    - Material larger than approximately 50 millimetres in size, such as branches and woody stems, will be fed into a mobile wood chipper with a nominal capacity of approximately 1.31 tons/hour.
    - Each windrow typically contains approximately 25 tonnes of material.
    - Design basis summarised in the table below.

Parameter	Design Value	Basis
Design throughput range	3–10 t/day	Pilot envelope
Composting cycle time	90 days	Typical for windrow composting

Windrow width	2.0 m	Loader-turned windrows
Windrow height	1.5 m	Thermal stability and oxygen transfer
Windrow length	47 m	Available bay length
Plot width	34 m	Total composting zone
Input bulk density	400 kg/m³	Chipped and mixed garden waste
Finished compost density	500 kg/m³	Screened mature compost
Compost yield	20% by mass	Typical garden waste composting
Non-compostable fraction	<2 wt%	Bags, stones, contaminants
Oversized material in compost	5 wt%	Estimate for oversize material not fully composted, recycled back into windrows
Watering ratio	8.3 L/ton/week	Water applied per ton of windrowed material
Moisture content	30–40%	Managed by weekly watering
Screening capacity	0.18t/h	Minimum effect
Operating days	340 days	Closures on holidays, 1 maintenance day/month
Operating hours	07:00 - 18:00	CoE published site times
Operating efficiency	70%	Standard target operating uptime efficiency for key equipment
Design safety factor	25%	Design safety margin

3. Review and adapt the organic waste composting process plan from the previous City project. Outline the step-by-step procedures and best practices for turning organic waste (like food scraps, yard trimmings, and agricultural residues) into compost.
4. Regarding Waste Processing Operations, the Turn-Key Contractor/ Operator will be responsible for ensuring that all incoming waste is properly sorted, cleaned, and reduced in size. Furthermore, they must manage the drying process and maintain strict temperature controls during the formation of the windrows.
5. A detailed schedule for equipping the facility. Consider:
    I. The first preference should be for locally available, off-the-shelf equipment, new and sourced from South African suppliers with established service networks. This applies particularly to items such as front loaders, woodchippers and skips, where suitable machines are commonly available

and where downtime due to lack of spares or service would pose a high operational risk.

II. Where no suitable local equipment exists, the second preference is to source through local resellers or agents of imported equipment. This approach retains the advantages of local warranty support, training and spare parts, while still allowing access to specialised equipment such as trommel screens.

III. Direct import from overseas manufacturers should be treated as a last resort and used only where no technically acceptable local option exists. In such cases, the longer lead times associated with fabrication, shipping and customs clearance must be explicitly incorporated into the project schedule and cash flow.

IV. Security services for the facility boundary will be provided by the City of Ekurhuleni; however, the Turn-Key Contractor must secure all equipment, stock and materials used as part of the operation and must provide any additional handling equipment, storage infrastructure and site control measures required for efficient operations.

V. The Turn-Key Contractor will be responsible for the daily safeguarding, proper use and control of all equipment and materials during operations.

6. A breakdown of the **operational, financial, and economic implications** of the project to the City. Include the following components:
    - Funds available from the City.
    - Financial model and business case model based on real authenticated outputs from the operational demonstration pilot project, certificates of the compost as a soil fertiliser and marketing material.
    - Conduct 6 compost analyses and tests during the pilot's operation. Provide the certificates and results of trials and further test runs performed, including logbook and lessons learned.
    - Monitor the quality of the input and output of organic matter.
    - Review the City's business model for this project.
    - Recommend a feasible business model for the City to adopt that minimises cost implications for the City and ensures the entity managing the facility is financially stable.
7. Develop an organic product off-taking plan; make arrangements for internal municipal use of compost by the City's Parks and Cemeteries Department, Economic Development Department and Waste Business Unit, with provision for limited, controlled external distribution for learning purposes. Note that due to the 6 to 12-month timeline required for formal compost registration, commercial compost sales are completely excluded from the pilot phase; however, long-term plans need to be identified and developed for the Waste Business Unit.
8. A detailed description of stakeholder roles and responsibilities. Review the City's business model applicable to the operation and management of the prospective compost facility.
9. Develop a Standard Operating Procedure (SOP) for optimal functioning of the facility. Main site operations to include feedstock receiving, inspection, segregation, windrow formation, turning, moisture management, compost maturation, screening and temporary storage of finished compost on site; health, safety, and environmental controls consistent with national norms and standards; operational monitoring, data collection, and record-keeping.

10. Detailed Operations and Maintenance plan.
11. Detailed regulatory compliance plan, including procurement of relevant licenses and permits.
12. Detailed monitoring and evaluation plan.
13. Environmental and Social Impact Assessment.
14. Acquire the relevant registration, licenses and permits required for the establishment of the organic waste compost facility.

Ultimately, the Turn-Key Contractor shall submit a Professional Project Design Report that details all the content of the work. Detailed information and pictures of Equipment at the worksite, all local supplies and completion engineering design as per the specifications provided.

2.5.3 Environmental Compliance and Authority Engagement (Deliverable 3)

The Turn-Key Contractor must proactively engage with the Department of Forestry, Fisheries and the Environment (DFFE) and the Gauteng Department of Environment (GDEnv) to notify them of the pilot, and ensure the site aligns with general housekeeping principles and the National Norms and Standards for Storage of Waste.

2.5.3.1 Environmental and Regulatory Compliance

- Inform the relevant departments about the facility design that will be implemented
- Compliance with local waste norms and standards
- Conduct quarterly environmental audits for the entire facility

2.5.3.2 Quality Control and Assurance

- Testing input materials and output
- Parameters: contamination level
- Testing of the compost
- Compliance with the industry standards

2.5.3.3 Health, Safety and Risk Management

- Implementation of safety protocols
- Fire safety management plan developed
- Worker training and PPE provision
- Emergency response plan

2.5.3.4 Utility and Infrastructure

- Waste handling systems
- Internal roads and material handling pathways
- Power supply and backup systems

2.5.3.5 Operations and Maintenance

- Recruitment and training of staff/manpower
- Packaging of compost material
- Standard Operating Procedures (SOPs)
- Preventive and corrective maintenance plans
- Spare parts management
- Storage and inventory management

- Logistics for distribution

Conduct an Environmental and Social Impact Assessment to include and not limited to, the following:

- Environmental considerations, including proximal water bodies, with mitigation measures such as a buffer zone.
- Social considerations, including proximity to the childcare and accommodation facility (Valley View Place of Safety), with the requisite mitigation measures, including a buffer zone.
- Legal considerations, including a detailed regulatory and compliance plan.
- Professional considerations.
- Economic and Financial Considerations.
- Stakeholder engagement.
- Public participation.
- Risks and mitigations.

The Turn-Key Contractor is to submit an Environmental and Social Impact Assessment Report to C40 and the City.

2.5.4 Construction and Equipping of the Organic Waste Compost Facility (Deliverable 4)

Once the Project Design is approved by the City and C40, all requisite licenses and permits acquired, the Turn-Key Contractor will be required to establish an organic waste compost facility at the Northmead site. In this regard, the Turn-Key Contractor will be required to:

- Construct the organic waste compost facility adhering to the governing legal framework (deliverable 4.1). In reference to the approved design, consider the components:
    - Clearing, backfilling and compaction of 1,600m^2
    - Light sieving and chipping structure of 50m^2
    - Formation of stable bases for trommel screens, chipper and storage areas.
    - Provision of any foundations, pads or retaining features required by equipment suppliers.
    - Ensure that the Best Practicable Environmental Option (BPEO) is implemented to prevent groundwater and surface water contamination by managing stormwater and leachate.
    - Provision of the designed compositing site signage.
- Referring to the details in the table below and based on the approved professional pilot design, provide up to 4 different quotations for tools and equipment for the compost windrow management. This includes turning, temperature measurement, watering, transportation and movement from one location to another (deliverable 4.2). Note that the procurement of a front loader is excluded from this scope; the City of Ekurhuleni will supply the front loader from its existing fleet to ensure the project remains within the capital budget constraints.
- Once quotations are agreed upon by the City and C40, proceed to procure the appropriate resources (deliverable 4.3).

Area	Equipment	Key Specification	Description
Feedstock preparation	Mobile wood chipper	1.31 t/h, 120 mm max branch, 30–75 kW	Size reduction of woody, oversize garden waste
Feedstock preparation	Waste skip(s)	1x 3 m^3	Plastics, bags, and rejects
Feedstock preparation	Chip stockpile area	34 m^3, approximately 3 days of holding capacity	3 days of bulky feedstock
Weight monitoring	Weighing machine	More than 1 tonne capacity	Portable scale
Windrows	Front loader	1.8 m^3 bucket, 90-120 kW, 8-12 t operating weight	Windrow building, turning, loading, screening feed
Windrows	Irrigation/trash pump	1.9 m^3/h, 15 m head, with spray hose (>100m)	Moisture control of windrows, cleaning
Finished product	Harvested compost holding area	11 m^3, ~5 days buffer, 35m^2	1 windrow waiting for screening
Finished product	Mobile trommel sieve	0.2 t/h, 5 mm screen with interchangeable screens for different grading	Separation and grading of finished compost and oversize
Finished product	Compost holding bay	60 days holding buffer, 135 m^3, 135m^2	2 weeks of finished compost
Home Composting Bins	2x Home Composter Bins	631 x 705 x 778mm (H), 150 L, Max Load 100 kg	

- Submit a construction, tooling and equipping completion report with photographic evidence. Technical documentation relating to equipment, installation, and final detailed drawings, “as built” drawings.
- Lessons learned under this work, including the Certificate of Completion of the work.

The Turn-Key Contractor guarantees the quality of all work as specified in this Request for Proposals (RFP). As the single point of accountability, the Turn-Key Contractor guarantees that the engineering design, specifications, technical documentation and all other documents underpinning this project are in accordance with the project objectives and comply with this RFP. Any material deviation will deem the proposal inadmissible. The Turn-Key Contractor guarantees that all machinery, equipment, and technological components will be new, of recent conception, without defect or malfunction, and that the technical guarantee and warranty period will be 36 months from the date of project commissioning.

2.5.5 Operationalisation of the Compost Facility (Deliverable 5)

- The Turn-Key Contractor is required to commission and oversee the operationalisation of the compost facility up to the off-take of the first compost product cycle, demonstrating that the facility meets the functional performance requirements specified in the Employer's Requirements. Certificates of trials and further test runs, including a logbook for the compost cycle, shall be submitted. This entails:
- Review and adapt details from the previous Pilot Design project, considering the following resources:

Item	Unit	Quantity
Unskilled labour	Persons	5
Skilled labour	Persons	1
Wheel Loader driver & Turn support	Persons	1
Water	M^3/month	250
Fuel	Litres/month	1,800

- Feedstock receiving and debagging.
- Sorting of organic waste feedstock.
- Chipping of organic waste feedstock.
- Windrow formation, turning and moisture management.
- Supervision and monitoring of the composting process.
- Operational maintenance.
- Compost product harvesting and sieving.
- Compost product storage.
- Compost product offtake as agreed with the City and C40.

Submit a report detailing all components of the operationalisation.

2.5.6 Capacity Building Programme (Deliverable 6)

The Turnkey Contractor will be required to oversee the development of a series of capacity-building activities for the prospective workforce who will be operating and managing the organic compost facility at the Northmead site, and implement a series of community outreach campaigns around Benoni. The City will nominate the workforce that needs to be empowered to optimally operate and maintain the facility beyond the contract period.

In this regard, the Turn-Key Contractor is required to:

- Execute five (5) series of training programmes for the workforce to be deployed at the prospective organic waste compost facility at Northmead (deliverable 6.1). The details of the training are as follows:
    - Develop a Training of Trainers curriculum (deliverable 6.2) and a Training of Trainers guide (deliverable 6.3) suitable for General workers to Management/Supervisory level.
        - A first pilot project will be conducted with the project champions to gather feedback before the final training sessions, ensuring that the workshop content and format are fit for purpose. The training will be delivered through a 4-day workshop to a group of at least 20 city officials.

        - The workshop should include a practical component to be delivered onsite and an assessment to test the knowledge of participants. On the final day, the Turn-Key Contractor will deliver a half-day-long awards ceremony, including handing out printed awards to all those who completed and passed the assessment.
        - The City of Ekurhuleni and C40 Cities will provide a list of specific beneficiaries within the City. The City of Ekurhuleni and C40 will also offer inputs and oversight on the design and delivery of the workshops.
        - The venue for the workshops will be provided by the City, but the Turn-Key Contractor will also be responsible for providing catering and any other stationery or materials needed for the workshops. These costs must be factored into the lump sum price.
    - The Turn-Key Contractor will be responsible for arranging all logistics needed to support the site visit and should include a recommendation for a suitable site visit in their proposal.
        - 20 trainees as nominated by the City.
        - Provide training kits to each trainee.
        - Provide food and beverages appropriate for the duration of training.
        - Provide transport arrangements to facilitate attendance at the training sessions.

The training content empowers the trainees to:

- Sort waste (i.e., separation at source).
- Identify quality organic waste feedstock.
- Optimally operate and maintain the prospective organic waste compost facility.
- Execute all plans developed in the project design component of this work.
- Manage data and information with requisite knowledge translation.

Ultimately, the Turn-Key Contractor will develop a rollout plan for how the trained City staff can train staff from other departments, ensuring that training is institutionalised into City processes to guarantee medium- to longer-term impacts. The Turn-Key Contractor is required to submit a capacity building report (deliverable 6.4) that includes the curriculum, guide and recommendations of the outcome from the executed training.

2.5.7 Project Launch, Project Handover and Completion (Deliverable 7)

2.5.7.1 Project Launch (Deliverable 7.1)

Following the three-month implementation period, the turnkey contractor will begin commissioning activities and formally launch the pilot project. This launch marks the transition from installation to operational testing and performance monitoring. During this phase, the contractor will conduct system testing, operator training, and engagement with waste generators, reclaimers, community representatives, and municipal departments.

- Develop a detailed project launch plan and schedule.
- Coordinate with the City, C40 and relevant stakeholders on launch arrangements.
- Obtain all necessary permits and approvals for launch activities.
- Conduct briefing sessions with municipal officials.
- Facilitate site tours and demonstrations of the pilot operation.
- Prepare launch materials, presentations and communication content.
- Coordinate media engagement, photography, and documentation of the event.

- Submit a project launch and commissioning report to the City and C40.

2.5.7.2 Project Handover

- Finalise and assemble records information which accurately reflects the infrastructure that is required/refurbished.
- Hand over the works and record information to the user organisation, and if necessary, train end-user staff in the operation of the works.
- Handover will be completed when the handover/record Information Report is approved by the City and C40.
- Provide on-site technical support during the stabilisation period.
- Provide project details(all raw data and /or information received/gleaned).
- Final project closure report and handover; M&E of the impact measured (i.e., waste reductions, GHG avoided, etc.).
- Provide findings and /or recommendations for small, medium, and large-scale composting projects.

2.5.7.3 Project Completion

- Coordinate with the C40 and the City to execute a handover ceremony. The purpose is for the City to take up total ownership of the facility (deliverable 7.2).
- One (1) Video copy detailing all activities undertaken from site preparations and commissioning of the Organic Waste Composting Facility.
- Project close-out report (deliverable 7.3) that captures the entire process from inception to completion, including the Professional Pilot Design, Facility Construction, Equipping, Operationalisation, Capacity Building Programme, Hand-Over Ceremony, challenges encountered, lessons learnt, and recommendations to the City.
- The Report should be professionally well-designed with a consistent visual identity. It should include an executive summary and a comprehensive report on the activities and outcomes of the tasks completed. Technical reports are to be submitted (in PowerPoint, Word format, PDF, and other associated files, e.g. spreadsheets; 3 pieces of designed hard copies, full report; 5 pieces of designed hard copies, executive summary report and a presentation).
- Project close-out meeting (deliverable 7.4) with the C40 and City project team.

2.6 Project Documentation, Monitoring and Evaluation Reporting (Deliverable 8)

The progress report shall be submitted to C40 in accordance with the provisional schedule. The reports shall be provided in English, in the format and number of copies as given above.

- Monthly progress meetings and reports with the Turn-Key Contractor, the City and C40.
    - Daily production and waste processing reports shall be prepared and submitted to the City and C40 team.
    - Submit compliance documents.
    - Provide maintenance logs.
- Submission of reports for the project deliverables.

- Video of the operational site: a complete project development process including the formation of the windrows system, the training of local operators and the impact on the local communities. In addition, the Turn-Key Contractor will provide photographs documenting each major step in the implementation of this demonstration project.

3. Proposal Guideline

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until ***20 July 2026, 5 pm SAST***. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and details on experience in this area. A schedule for the implementation should be provided in the form of a detailed Gantt chart, including delivery, start-up and training of personnel, as may be required. Delivery of equipment to the project site should be within four (4) months after the date of signature of the contract.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How is your proposal responsive to the Evaluation Criteria?
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.
- Proposed working partnership with C40, including (as applicable) project governance and management, demonstrating how the Turn-Key Contractor will manage design, construction, equipping, commissioning, and capacity building under a single point of accountability; key personnel, key roles and responsibilities, and escalation procedure for issues.

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness. You may also include any other additional information relevant to the project. For example:

- Examples of past work;
- Resumes of proposed key personnel;
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Company history;
- Executive background;
- Information on company size;
- Organisational charts;
- References from other similar clients from the past 3 years;
- Timeframe for your tasks and completion of the project.
- Turn-Key project management methodology demonstrating how you will integrate design, construction, commissioning and operations management under a single contract;
- Communications strategy for how you will work with C40;

- Acknowledgement of relevant Data Protection policies (due to the possibility of utilising personal data like identity number, telephone contact, etc.). C40 is subject to the European Union and United Kingdom data protection regulations, and the winning proposal must ensure its continued compliance.

3.1 Eligibility & Enabling Requirements

Only proposals meeting all enabling requirements proceed to a scored evaluation.

3.1.1 Local Registration & Legal Presence

- Bidders must be legally registered in South Africa or demonstrate an established South African operating entity. Foreign firms must partner with a locally registered lead or co-delivery entity. Proof of registration and tax compliance status must be submitted.

3.1.2 Mandatory Local Delivery Team

- Please ensure that all clarification questions on this RfP shall be submitted here by **26 June 2026,** before the Question and Answer (Q&A) period closes.
- Attend a compulsory site visit with representatives from the City and C40, which will take place on **7 July 2026** at 11h00 am at Northmead Public Offloading Facilities, Location 26.159530°S, 28.311090°E. Please ensure that you RSVP under here and send an email to transformingwaste_africa@c40.org, copy: zodwa.ndhlovu@ekurhuleni.gov.za, Is'haaq.Akoon@ekurhuleni.gov.za.
- At least 70% of project personnel must be based in South Africa. Project Manager and Site Lead must be locally deployable for the duration of construction and operationalisation. Local office or operational base within Gauteng Province preferred.

3.1.3 Proven Composting / Organic Waste Infrastructure Experience

Bidder must provide evidence of at least:

- 2 completed organic waste treatment projects within the last 7 years.
- References from other similar clients from the past 3 years.
- At least one project involving facility design and construction. Operational experience is also preferred.
- At least one project involving municipal or public-sector waste infrastructure.

3.1.4 Demonstrated South African Regulatory Experience

- Bidder must demonstrate prior experience navigating:
- National regulations as required, including the National Environmental Management Act (Act 107 of 1998), the National Environmental Management: Waste Act (Act 59 of 2008) and any other applicable legislation.
- Gauteng environmental permitting, including any required Waste Management Licence (WML) or registration under the relevant Norms and Standards for organic waste composting facilities.
- Municipal infrastructure approvals (City of Ekurhuleni building plans, zoning consents, and connection approvals).
- The Turn-Key Contractor is responsible for preparing, submitting and securing all environmental authorisations, licences and permits required for the facility, with the City of Ekurhuleni providing supporting documentation and access as the landowner. Authorisation timelines must be reflected in Deliverable 3 (ESIA) schedule.

3.1.5 Mandatory Multidisciplinary Team Composition

Bidder must include named personnel covering at least:

- Waste management specialist
- Civil/environmental engineer
- Composting/process specialist
- Environmental compliance specialist
- Community engagement/training lead
- Construction/site supervisor

CVs and availability commitment required.

3.1.6. Consortium Requirements

- Consortium bids will be permitted only where:
- The lead entity assumes full Turn-Key contractual responsibility, including all design liability, payment, performance and delivery obligations under the contract with C40.
- Roles, deliverables and percentage value-share of each partner are clearly defined.
- A signed Memorandum of Understanding (MoU) is submitted with the proposal, dated within 90 days of submission, covering: scope split, decision-making and dispute-resolution mechanism, confidentiality, IP ownership of project outputs, and exit provisions if a partner withdraws.
- Local delivery responsibilities are explicitly assigned to the South African entity, consistent with §2.4, 3.1.2.
- Substitution of consortium members after award requires C40's prior written consent.

3.1.7. Financial Capacity

Bidder must demonstrate:

- Service providers bidding for this scope of work must have a minimum turnover of half the contract value. This requirement is intended to ensure that the selected provider has the necessary financial standing to fulfil the project requirements.
- Annual turnover of at least 2x project value over the last 3 years (at least US $400,000 or equivalent currency).
- Positive financial standing.
- Ability to cash-flow mobilisation and procurement.

3.1.8. Mandatory References

Minimum 3 references or recommendation letters from clients for comparable assignments from the past 3 years.

- At least one municipal or public-sector client.
- Include client contact details.

3.1.9 Local Labour & Economic Inclusion Commitment

Bidder must submit a Local Economic Participation Plan covering:

- Local labour utilisation.
- Local subcontracting.
- Skills transfer and
- Workforce training.

4. RfP and project timeline

Work must start after signing the contract and be completed within 8 months after signing the contract with C40.

RfP timeline	Due date
Request for Proposals sent	*[18] [Jun] 2026*
Questions submitted to C40	*[26] [Jun] 2026*
C40 responds to questions	*[30] [Jun] 2026*
Compulsory site visit	*[7] [Jul] 2026*
Deadline for receiving Offers	***[20] [Jul] 2026, 5 pm SAST***
Clarification of Offers	*[21] [Jul] 2026 – [22] [Jul] 2026*
Evaluation of Proposal	*[22] [Jul] 2026 - [24] [Jul] 2026*
Presentation of Proposal	*[4] [Aug] 2026*
Selection decision made	*[7] [Aug] 2026*
All Potential Suppliers notified of outcome	*[11] [Aug] 2026*
Award of Work/Contract signing	*[14] [Aug] 2026*

4.1 Project term

The project duration is approximately eight (8) months from the Effective Date of contract signing (anticipated July 2026 to March 2027). The Turn-Key Contractor shall propose a detailed work plan, inclusive of an integrated design-and-construction programme, aligned with the indicative schedule of deliverables below, ensuring timely completion of all outputs without compromising quality.

Project Final Deliverables Timeline	Due Date
Project initiation meeting and Inception Report (Deliverable 1)	ED + 1 month
Professional Design, Approvals and Report (Deliverable 2)	ED + 2 months
Environmental and Social Impact Assessment (Deliverable 3)	ED + 2 months
Construction and Equipping of the Organic Waste Compost Facility (Deliverable 4)	ED + 5 months
Installation, Commissioning, Trial Run and Operationalisation of the Compost Facility (Deliverable 5)	ED + 6 months

Capacity Building Programme and Community Awareness Raising (Deliverable 6)	ED + 7 months
Facility Hand-Over Ceremony (Deliverable 7)	ED + 7 months
Monitoring & Evaluation, Final Report and Project Closure (Deliverable 8)	ED + 8 months

*ED: Effective Date (ED) of signing the contract by both parties

5. Supplier diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to C40's Equity, Diversity and Inclusion Statement. Supplier diversity and inclusive procurement are one element of applying equity, diversity and inclusion to help deliver the goals of the Paris Agreement and build healthy, equitable and resilient communities.

5.1 Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the C40 Standard Works Contract.

These terms and conditions are accepted as drafted by the majority of our suppliers, and we reserve the right to penalise your bid on the basis of non-acceptance of these terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes, but provide a separate negotiation document for review, setting out clearly your rationale for the change.

If C40 is unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second-highest Potential Supplier.

5.1.1 Subcontracting

The Turn-Key Contractor may subcontract portions of the work; however, the Turn-Key Contractor retains full accountability to C40 and the City for all subcontracted deliverables. All costs included in proposals must be fully inclusive of any subcontracted or outsourced work. Proposals that include subcontracting must state the name, description and scope-share of each subcontracted organisation.

6. Proposal evaluation criteria

Evaluation criteria	%
Technical Approach, Methodology, and Workplan: Technical expertise and experience of the bidder across relevant key areas, including integrated solid waste management, organic waste composting, strategy formulation, organic waste treatment, infrastructure development, data management, economics and finance, public policy, engineering, governance, delivery capacity building (trainings) and delivery, as well as familiarity with the local environment in South Africa, especially Ekurhuleni.	40
Relevant Experience and Staffing Proposal: Demonstrate experience in projects related to the scope and solid knowledge of the city's local context, and adequate qualifications to address the elements of the scope. Qualifications of the proposed team, including previous experience with similar project initiatives in the South African Context.	30
Financial Proposal: Bidder must demonstrate: ● Service providers bidding for this scope of work must have a minimum turnover of half the contract value. This requirement is intended to ensure that the selected provider has the necessary financial standing to fulfil the project requirements. ● Economy: Cost efficiency and budget consciousness of the quote — whether costs align with the expected outcomes and deliverables. ● Efficiency: Proposed project management approach, resource allocation, and timelines. ● Effectiveness: Appropriateness and viability of chosen methods and tools to achieve the objectives; the relationship between intended and actual results. ● Equity: The extent to which services reach the intended recipients fairly. ● Proposals exceeding the USD 200,000 cap, or with material omissions in the cost breakdown, will be deemed non-responsive.	15
Equity and ethical alignment considerations: Commitment to diversity and inclusion, C40 is looking to appoint an organisation that shares our values and is grounded in the context of the	10

Evaluation criteria	%
local community, and has a team that clearly incorporates C40 policies, i.e. gender balance in teams and roles, etc.	
Alignment with C40's goals on Green House Gas emissions reductions: Commitment to contribute towards the 1.5 degrees Paris Agreement goal; Demonstrated in the core business of the entity; institutionalised principles; evidence of aligned past projects; Proposed aligned approach.	5

7. Project Budget and Payment Terms

All proposals must include proposed costs to complete the tasks described in the project scope, including insurance, contingencies and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

The proposed budget should include handover ceremony and training facilitation expenses, as well as all execution expenses (such as training material, conferencing, catering, awareness materials). Any other foreseen costs, such as subsistence and unforeseen costs, should be covered in the proposed budget as contingency or as appropriate. Essentially, all expenses due to the execution of the project should be provided for in the proposed budget. Pricing should be listed for each item.

All equipment procured and budgeted as part of the Turn-Key Contract will be transferred to the City at no additional cost upon completion of the handover ceremony. Equipment owned by the Turn-Key Contractor that is not included in the project budget shall remain the property of the Turn-Key Contractor.

The Turn-Key Contractor shall provide the full workforce required to undertake this project, covering design, construction, commissioning, and operationalisation. This project team will work in close collaboration with the City officials assigned to the initiative.

7.1 Payment Terms

The total project cost should not exceed **USD $200.000**, including all taxes, insurance and contingencies. The table below highlights the basis of payments.

Retention: A retention of ten per cent (10%) shall be deducted from each milestone payment in the table below and held by C40 as security against defects, incomplete works and warranty transfer obligations. Fifty per cent (50%) of the accumulated retention shall be released on satisfactory completion of the Hand-over ceremony (Deliverable 7); the remaining fifty per cent (50%) shall be released on satisfactory completion of the Monitoring and Evaluation period (Deliverable 8), provided no outstanding defects remain.

The retention may be substituted, at C40's discretion, by an on-demand performance bond or bank guarantee of equivalent value issued by a reputable South African financial institution and valid until ninety (90) days after the end of the M&E period.

Late or non-payment of milestones by C40 attributable to incomplete or unsatisfactory deliverables shall not constitute a breach by C40; payment is contingent on written acceptance of each deliverable by C40 and the City.

Component	Payment
After finalising the contract with both parties and satisfactory submission of the Inception Report (Deliverable 1).	10%
Satisfactory submission of the Professional Engineering Designs (Deliverable 2) and Environmental and Social Impact Assessment Report (Deliverable 3).	25%
Satisfactory submission of the Construction and Equipping of the Facility Report (Deliverable 4).	20%
Satisfactory submission of the Operationalisation Report (Deliverable 5).	20%
Satisfactory delivery of the Capacity Building Programme and submission of the Capacity Building Report (Deliverable 6); and satisfactory delivery of the Project Launch and Hand-over ceremony (Deliverable 7), submission of the Final Project Report and delivery of the Project Closure meeting.	15%
Satisfactory completion of the Monitoring & Evaluation period and acceptance of the M&E Report (Deliverable 8).	10%

8. C40 policies

C40 expects third parties to be able to abide by these C40 policies

- Non-Staff Code of Conduct Policy here
- Equity, Diversity and Inclusion Policy here
- Data Protection and Privacy: The Turn-Key Contractor must comply with the Protection of Personal Information Act, 2013 (POPIA) and any applicable C40 data-protection standards in handling personal information collected from City officials, training participants, community-engagement attendees, and other project stakeholders. Personal data must be processed only for project purposes, retained no longer than necessary, and returned or destroyed at project close-out on written instruction.

9. Submissions

Each Potential Supplier must submit one copy of their proposal by *[20] [Jul] 2026, 5 pm SAST* to the email address:

transformingwaste_africa@c40.org

Anonymised responses to questions will be provided here when the Question and Answer (Q&A) period closes. Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers to refine their submission after receipt.

Have a concern?
C40 is committed to the highest standards of ethical behaviour. As such, we are committed to being open and responsive to complaints and suggestions on how we can improve from outside the organisation. Please refer to C40 Complaints Procedure on how to reach us.

10. Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.