Guidelines for preparing tenders for the provision of healthcare waste infrastructure

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Prepared for ISWA by the Working Group on Healthcare Waste

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Background

The International Solid Waste Association (ISWA) promotes sustainable waste management practices for the protection of human health and the environment through a variety of scientific, economic and social instruments. The ISWA Working Group on Healthcare waste (WGHCW) advocates the integrated provision of infrastructure for the safe management of healthcare waste worldwide.

The appropriate and best use of public and private funds to develop much needed infrastructure is of paramount importance to ensure effective and safe healthcare waste management. Tenders specify the conditions under which projects are conducted, therefore forming the foundation of what follows. The current lack of transparency, efficacy and fairness in the development of Tenders has compelled the WGHCW to develop this set of guidelines.

Purpose

These tender guidelines have been prepared by the WGHCW to provide guidance to international organisations and local governments to provide neutral and fair specifications when preparing a tender for Healthcare waste projects. Technical specifications are not included in the guidelines as they shall be prepared by the mentioned organisations according to their specific needs.

Before the tender is released, a feasibility study or assessment shall be done to identify the appropriate location, capacity/volume, logistics and other relevant parameters to describe and design the project. The client (financing institution, the operator and/or recipient) has to initiate, fund and approve the study/assessment. The assessment can be done by internal or external personnel/experts. The results will form the basis for the tender and the technical requirements.
Tender guidelines

Tender specifications shall meet the following terms of reference:

1. **Transparency**

   The tender process shall be transparent. Transparency can be improved by way of public tender openings and minutes of the tender opening, which should be made available to all participating parties as a minimum. Information should also be given to all participants in respect of provisional - and final award. Such a set up allows for a mechanism to deal with formal objections against provisional awards.

2. **Legal Advice and Resourcing**

   The entity preparing the tender shall seek Legal Advice on the details of the tender and potential implications. They shall also ensure they have the adequate resources to ensure success of the tendering process.

3. **Advertising/Notification of Tender**

   The Tender shall be publicly advertised and allow sufficient time for the bidding process. It is recommended that at a minimum, advertising/public notification of the tender should be made at least 3 months before the tender deadline. Tenders should always be announced on the internet, whenever possible, the submission of tender documents should be allowed by electronic format.

4. **Technologies**

   Tenders are encouraged to be results or performance based rather than stipulating a particular type of technology. Therefore, the tender should promote open competition to all manufacturers technologies built to International Standards such as ISO, CE, EN ensuring that products comply with international standards. Exceptions may include technologies that cannot be financially or technically sustained due to the specific local conditions, such as the implementation of sophisticated waste technologies in low income countries. A tender is normally made in 2 stages, the first stage involving a prequalification screening of different technologies available on the market and there efficacy.

5. **Efficacy**

   Vendors shall provide efficacy data for the proposed treatment process. Efficacy may mean, but is not limited to the inactivation of microorganisms, destruction of active pharmaceutical ingredients, or hazardous chemicals per the requirements of local, national, or international standards. Homologation/certified test data shall be provided from an independent accredited laboratory for the tendered technology. There is also an additional need for installation process validation (or testing at the installation site) in order to ensure that the installed equipment is performing in accordance with the applicable standards and manufacturers specifications during the commissioning of the tendered technology.
6. **Integrated Waste Management**

   The technology should not be considered in isolation, it shall be shown to be compatible with, and complement the existing waste management system, if there are existing installations.

7. **Environmental considerations**

   Environmental impact assessment of the proposed treatment process should be included (including during and post implementation). This must be able to demonstrate how environmental standards will be continuously met (monitoring of emissions etc.) irrespective of the auditing capabilities of the country.

8. **Social considerations**

   Tenders that favour local/domestic technologies, employment and generally support local businesses etc. should be encouraged where possible. The impact of the technologies on the health of workers and on the local community shall be made known. It is necessary that the offered equipment be compliant to the international standards and requirements.

9. **Equipment**

   Information on the level of difficulty for the installation and implementation of the equipment shall be provided as well as the level of technical know-how needed to maintain and repair. On-going maintenance, such as cost of parts, repairs and consumables as well as cost of operation shall be also considered. A start-up kit shall be included for at least 6 months operation. Manufacturer shall provide recommendation for scheduled maintenance intervals of the equipment. It is preferable the Bidders demonstrate evidence of local technical support (or the establishment of one) that will be available to the user for service or maintenance of the equipment. This may consider:

   - Local service company (or representative)
   - Person that has been trained by the manufacturer
   - Possibility for service and maintenance training of nominated person by the manufacturer
   - Other method recommended by the bidder or manufacturer

10. **User training**

    The offer should include necessary trainings for operation and if local service provide is not available, maintenance of the equipment for and by operators.
11. Costs

Both the costs of equipment and the life-cycle cost (such as cost per kg of treated waste including external supplies, consumption, preventative maintenance and staff) shall be considered. Offers by bidders should not be considered on cost alone but with respect to social (such as local job creation, health implications) and environmental factors as far as is feasible i.e. considering external costs.

12. Monitoring

A level of responsibility shall be required for post implementation monitoring to ensure that the original tender specifications continue to be met following the actual implementation of the infrastructure/technology. Monitoring should be based on performance guarantees.

13. Payment conditions

Suitable tailored payment schedules should ensure that:
- Appropriate sellers are attracted to participate in a tender
- Costs for the seller to finance supplies and services remain adequate
- The buyer (and the seller) keeps sufficient security to ensure that the contract will be fulfilled
- Payments are made on time once the defined project milestones have been reached

Further Reading:

UN/GEF (2009) Guidance on Selecting Equipment for Use in Participating Hospitals or Clinics


World Health Organization (2014): Safe management of wastes from health-care activities
http://apps.who.int/iris/bitstream/10665/85349/1/9789241548564_eng.pdf
These Guidelines were prepared by the

**ISWA Working Group on Healthcare Waste**

The Working Group on Healthcare Waste (WGHCW) works on promoting the integrated provision of the infrastructure for the safe management of health care waste world-wide, within the framework of the objectives, activities and means of implementation established by Agenda 21 of the United Nations Conference of the Environment and Development.

For more information about the activities of this working group, please visit www.iswa.org
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