



**Ministry of Public Works and Environment
Department of Works and Engineering**

**Request for Quotations
for
TAG Recycling Collection**

Request for Quotations No.: **2025-014Q-MPW**

Issued: **Tuesday November 4, 2025**

Submission Deadline: **Friday December 19, 2025 3:00:00 PM Bermuda Local Time**

Addendum No. 0001

Addenda Type:

Questions & Answers

The following addendum supersedes information contained in the solicitation document issued for this procurement to the extent referenced. This Addendum forms part of the solicitation documents and will be subject to all the conditions set out in the contract conditions.

RFQ No. **2025-014Q-MPQ TAG Recycling Collection**

1. Reporting Requirements

- **What reporting format does the Ministry prefer (daily logs, weekly summaries, digital submissions, etc.)?**

Currently we request that a report is produced compiling each load delivered to the MRF facility at the government quarry. The report should include vehicle/driver details, date, weighbridge ticket number, tonnage amount delivered and details as to where the vehicle had collected the material (Thursday/Friday collection areas, public drop-off, flats/apartments etc). The finalized reporting format will be confirmed in the Kickoff Meeting with the successful contractor.

- **How frequently should reports be submitted?**

This report would be required monthly alongside a monthly invoice for the collection services (e.g. agreed annual contract cost divided by 12).

2. Key Performance Indicators (KPIs)

- **Are there specific KPIs that collection contractors are required to meet?**

No specific KPI's. Contractors must meet the scope of works and standards detailed within the contract specification.

- **If so, could you please share the list or previous examples for reference?**

n/a

3. Collection Adjustments for Public Holidays

- **How does the Ministry prefer adjustments to be handled when a scheduled pickup day falls on a public holiday?**

In the event of a Public Holiday, the Government will instruct the public not to place out recyclables on the Public Holiday and instead place them out for collection on the next day. For example, on Bermuda Day, the public will be advised not to put their recyclables out for collection on Friday 24th May and to instead put it out the next day, Saturday 25th May. Any additional costs for providing alternate collection days, due to public holidays, will be incurred by the contractor.

4. Verification Requirements

- **Does the Ministry prefer GPS logging, photographic evidence, or another form of collection verification?**

Evidence of collections is not required at this point. Please note that systems may be put in place within contract to improve logistical efficiency or due to resolve collection issues (missed collections etc). The contractor shall not miss more than 10 domestic set-out locations per collection day. The Contractor shall notify the Government at the end of every collection day of any locations not serviced and the reason for the service not being rendered.

5. Penalties or Deductions

- **Are there any penalties, deductions, or required procedures in cases of unavoidable missed collections?**

Not at this time. The response time to address missed collections is 24 hours. Evidence will be required from the contractor should they wish to dispute any reported missed collection (e.g. the material was not set out at the correct time). Should the Government be required to undertake TAG recyclable material collections due to contractor failure the cost of any activity will be deducted from the following months contract payment (on a labour and vehicle time basis).

6. Site Access Issues

- **What is the official procedure when an area is blocked due to roadworks, construction, or any other obstruction?**

No official procedure. The Contractor would be expected undertake collections as soon as the area was accessible.

7. Future TAG Expansion Points

- **Is the Ministry considering adding additional TAG drop-off or collection points in the future?**

Yes, whilst drop-off points would be limited to the public drop off at Tynes Bay we often receive requests from new houses, apartments for TAG services. As the contractor will be providing a service which covers 100% of the island, new collections would be expected to fall under the contract with no additional costs to government.

- **If so, would contractors need to incorporate scalability into their pricing structure?**

The contractor should submit costs to provide a service which covers 100% of the island.

END