



INTERNATIONAL TENDER INVITATION

TREATMENT, RECOVERY AND DISPOSAL
OPERATIONS OF WEEE

September 2018

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1. TENDER INVITATION

Non-profit oriented producer responsibility organisation operational in Estonia, Eesti Elektri- ja Elektroonikaseadmete Ringlus, (hereinafter as **EES-Ringlus**), will conduct a negotiated tendering procedure with an objective to find partners for (pre-)treatment and recovery/disposal of waste from electrical and electronic equipment (heretofore: WEEE) collected in Estonia.

2. TENDER DETAILS

- 2.1. The length of contract period: **January 1st 2019 to December 31st 2020**. The EES-Ringlus and the Tenderer may agree on extending the contract period by maximum another 1 year. An agreement about such a prolonging shall be made 30.06.2021 at the latest.
- 2.2 Tenders should be delivered to EES-Ringlus before **October 26th** in a closed envelope (address: Endla 3, 10122 Tallinn, Estonia)
- 2.3 EES-Ringlus will process the received offers before **November 26th** (EES-Ringlus has the right to postpone that date).
- 2.4 In any further questions tenderer can contact EES-Ringlus at info@eesringlus.ee
- 2.5 Tenderers will be informed by EES-Ringlus about any changes in tender details at least 3 days before the tender deadline.
- 2.6 Any additional information to one tenderer will be delivered to others as well.
- 2.7 Tenders must include date of validity and be confirmed with signature.
- 2.8 Prices must be presented in the form of *euro/ton*, if not required otherwise. Prices shall be offered in relation to specific volumes during the 2-year contract period.
- 2.9 Prices should not include VAT.
- 2.10 Tenders may also be presented for just one or some of the types or sub-types of WEEE.
- 2.11 Tenders must state all treatment locations and characterisation of treatment activities for the WEEE delivered on behalf of EES-Ringlus. The prices must take into account the fact that the handover of waste takes place at the gates of the initial treatment plant of tenderer.
- 2.12 Prices **must include** all expenses that are related to the treatment of WEEE into fractions, and **should not include** income and cost arising from sending the final fractions into end-treatment (hereinafter as **fractions income/cost**), unless the Section 5 stipulates differently; i.e. the price must reflect the price of work, not the price and/or end-treatment of materials.
- 2.13 Principles of sharing fractions income/cost are set out in Section 5 of this tender invitation.
- 2.14 More detailed principles of linking price to quantities and sharing fractions income/cost may be specified in the agreement with successful tenderer.
- 2.15 Tenderers must fill the balance sheet for treatment (**Annex 2**), where we ask tenderer to provide us information concerning materials and incomes/costs for different fractions.
- 2.16 Tenderers must state the recovery rate of the treated WEEE, according to Section 7 of this tender invitation.
- 2.17 Tenderers must state all sub-contractors (name, address, phone number) and the exact part of works that each sub-contractor will conduct.
- 2.18 Tenders must meet the following conditions, as these conditions are a part of the contract to be signed between the successful tenderer (hereinafter: contractor) and EES-Ringlus:
 - 2.18.1 The contractor shall ensure that a management system is in place for all activities in the fields of health, safety, environment and quality.
 - 2.18.2 The contractor shall possess infrastructure in terms of size, technologies installed, and characteristics of the operations that are suitable for the activities performed on site.
 - 2.18.3 All WEEE delivered on behalf of EES-Ringlus, shall be handled and stored with due care in order to avoid release of hazardous substances into air, water, or soil, as a results of damage and/or leakage.
 - 2.18.4 The contractor must treat the WEEE and direct it into recovery and/or disposal according to the tender made or separately agreed with EES-Ringlus, according to all requirements stated in valid legal acts and/or **Annex 1** "WEEELABEX normative document on Treatment V10", or required by EES-Ringlus and according to the best environmental practices. Treatment of WEEE must meet the minimum requirements for

- waste treatment stated in the legal acts of the European Union, even if the country where the waste treatment takes place is not a Member State of the European Union.
- 2.18.5 The contractor must state in detail all the activities conducted in the process of treatment, and must inform EES-Ringlus about these activities monthly, based on principles of reporting agreed with EES-Ringlus and enabling EES-Ringlus to fulfil the reporting requirements of WEEE treatment laid down in the legal acts of respective state. In particular, the contractor is responsible for evidencing any and all links in the material flow chain, including the final handling of single fractions, and for providing EES-Ringlus with any documents that may be required in order to establish whether WEEE that has been treated by the contractor has ceased to be a waste within the meaning of Article 6 of Directive 2008/98/EC.
- 2.18.6 To determine recycling and recovery rates, batch processing according to the requirements shall be performed at least once every two years per site and per category.
- 2.18.7 The contractor is 4 times a year (15 april; 15 july; 15 october and 15 january at the latest) required to report to RepTool (see section 4) a detailed activities regarding the performance of work. The data in the report is an important component for statistics.
- 2.18.8 The contractor shall not enter into contracts with the Subcontractors without the prior written approval of the PRO. The PRO shall not have the right to refuse the approval without reason. Contracts between the contractor and any sub-contractor(s) must not include any clause which would limit possible direct communication with them by EES-Ringlus.
- 2.18.9 EES-Ringlus must be able to visit all places where the contractor or its sub-contractors are working for EES-Ringlus, with an objective to verify that everything is done according to the agreement, and also to review the quality management systems and reporting systems in use, during the whole contract period. The contractor must be ready for any unannounced visits/inspections by representatives of EES-Ringlus and must give these representatives access to the rooms where the waste treatment activities and storage of WEEE takes place. Upon any such visitation/inspection, the contractor must submit to EES-Ringlus all reports and documentation related to these works if EES-Ringlus requests it.
- 2.18.10 The ownership of WEEE transfers to EES-Ringlus from the moment the products are placed to the collection equipment of EES-Ringlus (or third party acting on behalf of EES-Ringlus) or are given in other approved way to the collection network of EES-Ringlus. EES-Ringlus remains the owner of collected WEEE until the stage where the fractions are ready to be sent to recovery and/or disposal. In case the contractor hands the fractions over to a third party for further treatment, the contractor becomes the owner of the fractions at the moment that the contractor has finished its treatment activities. The transition of ownership from EES-Ringlus to the contractor and from the contractor to a third party does not excuse the contractor from reporting to EES-Ringlus about the activities conducted in relation with the WEEE up to directing them into recovery and/or disposal.
- 2.18.11 EES-Ringlus has the right, notifying the contractor 2 months in advance in writing, to demand that all fractions arising from the treatment of WEEE by the contractor shall be handed over to person nominated by EES-Ringlus. In that case EES-Ringlus shall receive/bear all fractions income/cost. In addition, EES-Ringlus shall pay to the contractor for storing the fractions the price of storing offered in the contractor's tender (Section 6). The period of storing for fractions is considered to begin on the 15th day after the day, when the WEEE where these fractions originate from are handed over to the contractor and this period terminates when the fractions are handed over to the person nominated by EES-Ringlus.
- 2.18.12 If the contractor is involved in preparing for re-use activities, permits from authorities shall be obtained and the provisions in European standards for the processing of UEEE (used electrical and electronic equipment) and WEEE shall be adhered to. Suitable infrastructure and trained persons shall be available for the testing of equipment and the preparation for re-use procedures and records. Any reuse of products or components/material fractions is allowed only if a specific written permission from EES-Ringlus is received in each case.

- 2.18.13 If the contractor temporarily or permanently changes the location of the treatment site during the contract period and it has an impact on transportation costs, then the contractor must compensate these costs to EES-Ringlus. If the contractor implements any other changes in the activities of the treatment site and it has an impact on transportation costs, then the contractor must also compensate these costs to EES-Ringlus.
- 2.18.14 The contractor must have liability insurance covering at least the responsibility of the contractor and its sub-contractor(s) to compensate to EES-Ringlus or any third party all material and personal damages caused in relation with the contractual works. This insurance must also cover such damages that are discovered later and are caused by the contractor or its sub-contractor(s).
- 2.18.15 The term for paying the contractor's invoices is **30 days**.
- 2.18.16 The contractor shall keep a mass balance, which consists of the documentation of all material flows (summaries on incoming and outgoing deliveries of WEEE or WEEE fractions) in an annual overview under consideration of stored amounts.
- 2.18.17 Any and all disputes resulting from the contract to be signed between the contractor and EES-Ringlus or arising in relation with the same contract, will be solved conclusively in the Arbitration Court of the Estonian Chamber of Commerce and Industry in Tallinn according to the procedures of this arbitration court and on the basis of Estonian law.

3. SHORT DESCRIPTION OF EES-RINGLUS

EES-Ringlus was established on 16.02.2005 by 28 entrepreneurs dealing with the production and sales of electric and electronic equipment, batteries and accumulators. As of the present moment, the number of members has grown to 124.

The objectives of the organisation are:

- operate of transparent and economically efficient system enable for producers of electric and electronic equipment or batteries and accumulators to fulfil the obligations connected with management of waste from electric and electronic equipment (WEEE) or batteries and accumulators;
- organise of take back, recovery and disposal of the WEEE or batteries and accumulators placed on market by the members of the organisation.

More information about EES-Ringlus can be found on the website of the association:
www.eesringlus.ee

4. REPTOOL

The WEEE Forum, an association of WEEE producer responsibility organisations, has developed a database application, WF-RepTool, to determine treatment results for WEEE in a transparent, traceable manner to achieve comparable results.

It s a tool that allows to calculate recycling and recovery rates in accordance with what is required in the WeeeLabex standard. The focus lies on the determination of de-pollution results of WEEE and – as main target – on the determination of recycling and recovery results to be able to compare results achieved with targets rates given by the legal requirements

More information about RepTool can be found on the website <http://www.wf-reptool.org/>

5. PRICE TABLE TO BE USED IN TENDER

This must be filled in for the equipment that the tenderer is offering treatment services for.

1.	TEMPERATURE EXCHANGE EQUIPMENT (f.e Refrigerators, Freezers, Equipment which automatically delivers cold products, Air conditioning equipment, Dehumidifying equipment, Heat pumps, Radiators containing oil and other temperature exchange equipment using fluids other than water for the temperature exchange)	Estimated WEEE quantity t/year	Treatment price contract period euro/ton Attention! Treatment price <u>should not include</u> any fractions income/cost		
			<100 t	500- 1000 t	1000-1500t
101	HFC/CFC/HCFC cooling and freezing appliances (R134a, R12,R22)	700	x		
102	HC cooling and freezing appliances (R600a)	450	x		
103	NH ₃ cooling and freezing appliances	10		x	x
104	Air conditioning equipment	5		x	x
105	Electrical heating equipment (hot water boilers, radiators etc)	30		x	x
106	Other temperature exchange equipment				
<p>Attention! Treatment prices of cooling and freezing appliances must be based on special requirements for treatment of cooling and freezing appliances "Requirements for the Collection, Transportation, Storage; Handling and Treatment of Household Cooling and Freezing Appliances containing CFC; HCFC or HFC" and "Requirements for the Collection, Transportation, Storage and Treatment of Cooling and Freezing Appliances containing Hydrocarbons (HC), see Annex 1 in Part II</p>					

2.	SCREENS , MONITORS AND EQUIPMENT CONTAINING SCREENS GREATER THAN 100 CM2 (f.e Screens, Televisions, LCD photo frames, Monitors, Laptops, Notebooks.)	Estimated WEEE quantity t/year	<100 t	100 -500 t	> 500
201	Laptops, notebooks, photo frames	10		x	x
202	Monitors (flat)	100			x
203	Monitors CRT	200			x
204	Television sets (flat)	100			

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205	Television sets with CRT	1000			
206	Other screens				
<p>Attention! Treatment prices of CRT and Flat panel appliances must be based on special requirement of CRT and Flat Panel appliances "Specific requirements for the treatment of CRT display appliances" and "Specific requirements for the treatment of Flat Panel displays", see Annex 1 part II</p>					

4.	LARGE EQUIPMENT any external dimension more than 50 cm (f.e. Household appliances; IT and telecommunication equipment; consumer equipment; luminaires; equipment reproducing sound or images, musical equipment; electrical and electronic tools; toys, leisure and sports equipment; medical devices; monitoring and control instruments; automatic dispensers; equipment for the generation of electric currents.)	Estimated WEEE quantity t/year	<100 t	100 -500 t	500-1000t
401	Washing machines, dishwashing machines, stoves, dryers	500	x		
402	Large monitoring and control equipment	5		x	x
403	Luminaries	10		x	x
404	Electrical ja electronic tools	5		x	x
405	Copying equipment, printing machines, large appliances which automatically deliver products and money	50			x
406	Servers;	10			x
407	Medical devices	5		x	x
408	Automatic dispensers, coin slot machines,	5		x	x
409	Photovoltaic panels	5		x	x
410	Electrical vechicles (bicycles, scooters, segways)	5		x	x
411	Cables	5		x	x
412	Other large equipment				
5.	SMALL EQUIPMENT no external dimension more than 50 cm (f.e. Household appliances; consumer equipment; equipment reproducing sound or images, musical equipment; electrical and electronic tools; toys, leisure and sports equipment; medical devices; monitoring and control instruments; automatic dispensers; equipment for the generation of electric currents.)	Estimated WEEE quantity t/year	<100 t	100 -500 t	500-1000t
501	Small household appliances (f.e. Vacuum cleaners, Carpet sweepers, Appliances for sewing, Luminaires, Microwaves, Ventilation equipment, Irons, Toasters, Electric knives, Electric kettles, Clocks and Watches, Electric shavers, Scales, Appliances for hair and body care, Calculators)	500	x		

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502	Microwaves	50			x
503	Audio-video equipment excl. Screens (f.e. Radio sets, Video cameras, Video recorders, Hi-fi equipment, Musical instruments, Equipment reproducing sound or images etc.)	100			x
504	Small luminaries	5		x	
505	Small electrical ja electronic tools	5		x	x
506	Toys, leisure and sports equipment (electrical and electronic toys, Sports equipment, Computers for biking, diving, running, rowing, etc.)	5		x	x
507	Small medical devices	5		x	x
508	Small monitoring and control equipment (smoke detectors, heating regulators)	5		x	x
509	New products (switches, sockets, etc)			x	x
510	Other small equipment				x
6.	SMALL IT AND TELECOMMUNICATION EQUIPMENT no external dimension more than 50 cm	Estimated WEEE quantity t/year	<100 t	100 -500 t	500-1000t
601	Personal computers including keyboard, mouse (excl. Displays)	50			x
602	Printers, scanners	100			x
603	Other products and equipment for collecting, saving, processing, presenting or communicating information by electronic means	5		x	x
604	Mobile phones	5		x	x
605	Telephones, modems	5		x	x
606	Transformers	5		x	x
607	Other small IT products	5		x	x

Principle of sharing fraction income/cost	
Sharing principle of income arising from final fractions with positive value	Treatment partner 10% and EES-Ringlus 90%
Sharing principle of income arising from final fractions with negative value	Treatment partner 0% and EES-Ringlus 100%

6. PRICE TABLE FOR STORING THE FRACTIONS

In this table we ask the cost of storing one EUR pallet

Storing in warehouse	Price for 1 EUR pll/day (euro/day) Attention! 1pll = 1 m2				
All fractions	1 EUR pll	5 EUR pll	10 EUR pll	15 EUR pll	20 EUR pll

7. TABLE OF RECOVERY RATES

In this table, the relevant recovery rates must be stated

		Recycling ¹ (R) %	Energy recovery ² (E) %	Recovery ³ (R+E) %	Disposal ⁴ %
101	HFC/CFC/HCFC cooling and freezing appliances (R134a, R12,R22)				
102	HC cooling and freezing appliances (R600a)				
104	Air conditioning equipment				
105	Electrical heating equipment (hot water boilers, radiators etc)				
201	Laptops, notebooks, photo frames				
202	Monitors (flat)				
203	Monitors CRT				
204	Television sets (flat)				
205	Television sets with CRT				
401	Washing machines, dishwashing machines, stoves, dryers				

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405	Copying equipment, printing machines, large appliances which automatically deliver products and money				
411	Cables				
501	Small household appliances (f.e. Vacuum cleaners, Carpet sweepers, Appliances for sewing, Luminaires, Microwaves, Ventilation equipment, Irons, Toasters, Electric knives, Electric kettles, Clocks and Watches, Electric shavers, Scales, Appliances for hair and body care, Calculators)				
502	Microwaves				
503	Audio-video equipment excl. Screens (f.e. Radio sets, Video cameras, Video recorders, Hi-fi equipment, Musical instruments, Equipment reproducing sound or images etc.)				
601	Personal computers including keyboard, mouse (excl. Displays)				
602	Printers, scanners				
604	Mobile phones				

1 “Waste recycling” means a method of waste recovery by which the waste materials are used in a production process for the original purpose or for other purposes including organic recycling but excluding energy recovery.

2 “Energy recovery of waste” means a method of waste recovery by which combustible waste is used as a means to generate energy through direct incineration with or without other waste or fuel but with the recovery of the heat.

3 “Waste recovery” means waste handling operations and relevant preparatory operations for waste handling operations by which waste or substances or material contained therein are brought into use in the manufacturing of goods, performance of work or production of energy.

4 “Waste disposal” means operations for releasing waste into the environment, and the relevant preparatory operations.