



INTERNATIONAL TENDER INVITATION

TREATMENT, RECOVERY AND DISPOSAL OPERATIONS OF WEEE

October 2008

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1. TENDER INVITATION

Non-profit oriented producer responsibility organisations (hereinafter: PROs) operational in Baltic States Eesti Elektri- ja Elektroonikaseadmete Ringlus, EEPA, and Latvijas Zalais Elektrons (hereinafter jointly as BALTIC WEEE NETWORK or Enquirer), 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, Latvia and Lithuania. The evaluation group consist of representatives of above mentioned producer responsibility organisations.

The successful tenderer(s) shall conclude contract(s) with each PRO separately. Hereinafter, the term PRO signifies any aforementioned PRO who is the contractual partner of respective tenderer.

2. TENDER DETAILS

- 2.1. The length of contract period: **January 1st 2009 to December 31st 2010**
- 2.2 Tenders should be delivered to Enquirer before **November 14th** in a closed envelope (address: Endla 3, 10122 Tallinn, Estonia).
- 2.3 Enquirer will process the received offers before **December 5th** (Enquirer has the right to change that date).
- 2.4 In any further questions tenderer can contact Enquirer info@eesringlus.ee
- 2.5 Tenderers will be informed by Enquirer 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 PRO. 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 incomes and outgoings that are related to directing the emerged fractions into end-treatment (recovery or disposal); i.e. the price must reflect the price of work, not the price and/or end-treatment of materials.
- 2.13 More detailed principles of linking price to quantities and for determining and sharing the incomes or outgoings from fractions shall be specified in the agreement with successful tenderer.
- 2.14 Tenders must state the recovery rate of the treated WEEE, according to clause 5 of this tender invitation.
- 2.15 Tenders must state all sub-contractors (name, address, phone number) and the exact part of works that each sub-contractor will conduct.
- 2.16 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 PRO:
 - 2.16.1 The contractor must treat the WEEE and direct it into recovery and/or disposal according to the tender made or separately agreed with PRO, according to all requirements stated in valid legal acts or required by PRO, and according to the best environmental practices. Treatment of WEEE must meet the minimum requirements for waste treatment stated in the relevant directives of the European Union, even if the country where the waste treatment takes place is not a Member State of the European Union. The special requirements for treatment of cooling and freezing appliances are enclosed as **Annex 1** "Requirements for the Collection, Transportation, Storage, Handling and Treatment of Household Cooling and Freezing Appliances containing CFC, HCFC or HFC" and **Annex 2** "Requirements for the Collection, Transportation, Storage and Treatment of Cooling and Freezing Appliances containing Hydrocarbons (HC)" to this tender invitation.

- 2.16.2 The contractor must state in detail all the activities conducted in the process of treatment, and must inform PRO about these activities monthly, based on principles of reporting agreed with PRO and enabling PRO to fulfil the reporting requirements of WEEE treatment laid down in the legal acts of respective state
- 2.16.3 Contracts between the contractor and any sub-contractor(s) must not include any clause which would limit possible direct communication with them by PRO.
- 2.16.4 PRO must be able to visit all places where the contractor or its sub-contractors are working for PRO, 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 PRO 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 PRO all reports and documentation related to these works if PRO requests it.
- 2.16.5 The ownership of WEEE transfers to PRO from the moment the products are placed to the collection equipment of PRO/third party acting on behalf of PRO or are given in other approved way to the collection network of PRO. PRO 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 PRO to the contractor and from the contractor to a third party does not excuse the contractor from reporting to PRO about the activities conducted in relation with the WEEE up to directing them into recovery and/or disposal.
- 2.16.6 Any reuse of products or components/material fractions is allowed only if a specific written permission from PRO is received in each case.
- 2.16.7 If the contractor temporally 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 PRO. 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 PRO.
- 2.16.8 The contractor must have liability insurance covering at least the responsibility of the contractor and its sub-contractor(s) to compensate to PRO 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).
- 2.16.9 The term for paying the contractor's invoices is within 20-40 days, depending on the type of waste.
- 2.16.10 Any and all disputes resulting from the contract to be signed between the contractor and PRO 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 or Riga International Arbitration Court or Vilnius Commerce Arbitration Court according to the procedures of those arbitration courts and on the basis of Estonian/Latvian/Lithuanian law.

3. SHORT DESCRIPTION OF MEMBERS OF ENQUIRER

PRO's stating the co-operation¹ in relation to arrangement of take-back and recycling operations of WEEE. PRO's are non-profit oriented and are basing their actions on interests of producers and importers of electrical and electronic equipments and on interests of the industry as a whole. It is a fact that many members/clients of PRO's are members of one and the same consolidated group.

About Eesti Elektri- ja Elektroonikaseadmete Ringlus. Established on 16.02.2005 by 28 entrepreneurs dealing with the production and sales of electrical and electronic equipments, batteries and accumulators. As of the present moment, the number of members has grown to 100. More information about EES-Ringlus can be found on the website of the association: www.eesringlus.ee

About Latvijas Zājais Elektrons. WEEE management organization, it is representing interests of 101 producer of electrical and electronic equipments of Latvia. Founded by two associations: Latvian Electrical Engineering and Electronics Industry Association (LEtERA) and Association of Computer Technologies of Latvia (LDTA). LZE was established on November 22, 2004.

Organization objectives:

- Introduction of the principle of voluntary responsibility of producers in the field of WEEE management in Latvia
- Provision of the organization participants with effective and integrated WEEE management services
- Development of long-term strategy on WEEE management
- Inform producers and society
- Key tasks: Non-profit operational principle
- Legislation initiatives
- Introduction of *take-back* principles and developing logistics for WEEE collection
- Providing cost saving services (reverse logistics & recycling) for system participants via collective agreements
- Identification of free riders in the market

More information about Latvijas Zājais Elektrons: www.lze.lv

About EEPA. EEPA is a non-profit organisation of producer responsibility which organises integrated management of waste from electrical and electronic equipments in Lithuania. Today we represent 44 producers/importers of electrical and electronic equipments. Our members transfer their responsibilities to EEPA association, which in turn takes over the responsibility for organising the management of WEEE, consulting and providing information to all interested parties on question related to WEEE management. EEPA cover all 10 categories of WEEE directive. More information about EEPA can be found on the website of the association: www.epa.lt

¹ EES-Ringlus and Latvijas Zājais elektrons signed a letter of intent on December 12th, 2007;
EEPA and Latvijas Zājais elektrons have signed a letter of intent on December 12th, 2007;
EEPA and EES-Ringlus have signed a letter of intent on June 18th 2006

4. PRICE TABLE TO BE USED IN TENDER

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

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
1A		COOLING AND FREEZING APPLIANCES	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	CFC/HCFC cooling & freezing appliances (R12, R22)					
	2	HFC cooling & freezing appliances (R134a)					
	3	HC cooling & freezing appliances (R600a)					
	4	NH ₃ cooling and freezing appliances					
		other cooling & freezing appliances (not to be treated in step 1 or step 2, e.g. gas cooling systems, e.g. direct to 'shredders')					
	5	CFC/HCFC air conditioner appliances					
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 annexes 1 and 2 of tender documents)							
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO 100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
1B		LARGE HOUSEHOLD APPLIANCES	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Washing machines					
	2	Electric stoves (full high)					
	3	Electric hot plates and ovens					
	4	Dish washing machines					
	5	Microwave ovens					
	6	Clothing dryers					
	7	Electric fans and other fanning, exhaust ventilation and conditioning equipments					
	8	Electrical heating appliances (like radiators and other large appliances used for heating rooms, beds, seating furniture)					
	9	Electrical hot water boilers					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO 100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
2		SMALL HOUSEHOLD APPLIANCES	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Vacuum cleaners, carpet sweepers, other appliances for cleaning, appliances used for sewing, knitting, weaving and other processing for textiles, irons and other appliances for ironing, mangling and other care of clothing, toasters, fryers, grinders, coffee machines and equipment for opening or sealing containers or packages, electric knives, appliances for hair-cutting, hair drying, tooth brushing, shaving, massage and other body care appliances, clocks, watches and equipment for the purpose of measuring, indicating or registering time, scales and other electrical small household appliances not mentioned above					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO 100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
3		IT & TELECOMMUNICATION EQUIPMENTS	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Personal computers, including keyboard and mouse (excl. display)					
	2	Laptop computers, notebook computers					
	3	Displays glass/CRT					
	4	Displays liquid crystal/LCD/plasma					
	5	Printers, all types (dot matrix, laser, inkjet)					
	6	Photocopiers, copying equipment					
	7	Scanners					
	8	Other products and equipment for the collection, saving, processing, presentation or communication of information by electronic means					
	9	Facsimile					
	10	Mobile phones					
	11	Cordless telephones					
	12	Telephones					
	13	Telephone commutators					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
4		AUDIO-VIDEO EQUIPMENTS	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Television sets (with CRT)					
	2	Television sets (with out CRT)					
	3	Other equipment (radio sets, video/DVD, CD-player, cassette deck, record player, amplifiers, speakers, clock radio, portable radio/CD-player/walkman, digital TV boxes)					
	4	Car radio (with or without cassette deck and CD-player)					
	5	Other products or equipment for the purpose of recording or reproducing sound or images, including devices for distribution of sound, image and signals other than technologies of telecommunications					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO 100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should include any incomes/outgoings connected with recovery and/or disposal of final fractions				
5		LIGHTING EQUIPMENTS AND LIGHT SOURCES	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Armatures (ceiling, floor, table, etc.)					
	2	Straight fluorescent lamps					
	3	Energy saving lamps					
	4	Others (please name if needed !!)					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 100% and PRO 0%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 100% and PRO 0%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should not include any incomes/outgoings connected with recovery and/or disposal of final fractions				
6		ELECTRICAL & ELECTRONIC TOOLS	<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
	1	Electrical tools (for screwing, drilling, sanding, sawing, welding, dispersing, etc.)					
	2	Grass mowers and other electrical gardening tools					
	3	High-pressure atomizers, compressors, etc. for home use					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 50% and PRO 50%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 0% and PRO 100%				

No	Code	Product category / Product type	Treatment price euro/ton				
			Attention! Treatment price should include any incomes/outgoings connected with recovery and/or disposal of final fractions				
			<100 t	100-300 t	300-500 t	500-1000 t	>1000 t
7		Toys, leisure and sports equipments					
8		Medical devices (excl. implanted and infected products)					
9		Monitoring and control equipments					
	1	Smoke detectors					
	2	Other measuring, weighing or adjusting equipments					
10		Automatic dispensers					
	1	Appliances which deliver automatically all kind of products (with out cooling function)					
	2	Appliances which deliver automatically all kind of products (with cooling function)					
Principle of sharing of incomes/outgoings connected with recovery and/or disposal of final fractions							
		Sharing principle of incomes from final fractions with positive value	Treatment partner 100% and PRO 0%				
		Sharing principle of outgoings from final fractions with negative value	Treatment partner 100% and PRO 0%				

5. TABLE OF RECOVERY RATES

In this table, the relevant recovery rates must be stated.

No	Product category	Recycling ¹ (R) %	Energy recovery ² (E) %	Recovery ³ (R+E) %	Disposal ⁴ %
1A	LARGE HOUSEHOLD APPLIANCES: Cooling and freezing appliances				
1B	LARGE HOUSEHOLD APPLIANCES: others				
2	SMALL HOUSEHOLD APPLIANCES				
3	IT AND TELECOMMUNICATION EQUIPMENTS				
3A	DISPLAYS (CRT)				
3B	DISPLAYS (liquid crystal/LCD/plasma)				
3C	PERSONAL COMPUTERS (excluding display)				
3D	MOBILE PHONES				
4	AUDIO-VIDEO EQUIPMENTS				
4A	TV SETS (CRT)				
4B	TV SETS (with out CRT)				
5	LIGHT SOURCES: straight fluorescent lamps				
6	ELECTRICAL AND ELECTRONIC TOOLS				

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.