

## Invitation to Tender

**Tender Name: Provision of Hygiene and Pest Control Services**

**Tender Number: RFP/HC/HS/2025/10**

<b>Date of Issue</b>	11 April 2025
<b>Closing Date &amp; Time</b>	06 May 2025 at 11h00am
<b>Bid Validity Period from date of Closure</b>	120 Days
<b>Method of Submission</b>	Physical Submission in Tender box: PPECB Head Office, Main Reception and An electronic submission, that must be stored via Microsoft OneDrive
<b>Tender Enquiries</b>	Siyasanga Kotshobe E-mail: Siyasangak@ppecb.com Tel: +27 21 930 1134
<b>PPECB business hours</b>	08:15 – 16:45
<b>Category</b>	Facilities Management



**PPECB**

[www.ppecb.com](http://www.ppecb.com)

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### **CONFIDENTIALITY AND PROPRIETARY NOTICE**

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## 1 Invitation to Tender

Bidders are invited to tender for the appointment of a suitably qualified and competent service provider for the provision of hygiene and pest control services for the PPECB listed offices in **Annexure 2**. The successful bidder will enter into a contract agreement with the PPECB for a period of five (5) years with an option to renew for two (2) years.

Bidders must comply with the instructions of all the requirements of this Invitation to Tender. Non-compliance may lead to a tender not being considered by the PPECB.

The bid and accompanying documents must be carefully parcelled, sealed, and delivered as per the instructions in this document no later than the closing date and time specified on the invitation to tender cover (page 1).

## 2 PPECB Background

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 020 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions.

Please visit the PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

## 3 Conditions of Tender and Tender Instructions

### 3.1 Central Supplier Database

Bidders are required to register on the Central Supplier Database ([Welcome - Central Supplier Database Application \(csd.gov.za\)](http://Welcome-Central-Supplier-Database-Application.csd.gov.za)) and to include their Master Registration Number (Supplier MAAA Number) in SBD1 in order to enable the PPECB to verify the supplier's tax status, company registration, bank details, directors and shareholders.

### 3.2 Cost of proposal preparation

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this invitation, including post submission tender activities, such as responding to clarification questions, preparing for, and conducting presentations and demonstration, responding to the PPECB due diligence requirements, etc.

### 3.3 Questions from bidders & additional tender information

Each Bidder must ensure that they are familiar with the Tender Documents and understand the obligations that will apply if the Tender is accepted by the PPECB.

Should the Bidder wish to clarify aspects of this Tender or the acquisition process, they must contact, via email, the officials listed on the Tender cover page. The Bidder must ensure that they use the Tender Number and Name as reference in any communication with the PPECB.

Any queries relating to the Tender Documents must be sent no later than **ten (10) days** before the closing date of Tender. No questions will be responded to after the deadline for submission of questions.

### **3.4 Changes to the specification**

Should it be necessary to revise any part of this specification document, an addendum setting out such revisions will be published on the E-Tenders and the PPECB website.

Any amendment or change of any nature made to this Tender Documents shall only be of force and effect if it is in writing, signed by a PPECB authorized signatory and added to this Tender as an addendum.

### **3.5 Clarification from bidders following tender submission**

The PPECB may request written clarification, documentary evidence or further information regarding any aspect of this Bidder's tender submission. The Bidder must supply the requested information in writing within the time frames stipulated by the PPECB, otherwise the proposal may be disqualified.

### **3.6 Declarations of Interest**

Bidders must make full disclosure where interest exists or may exist between parties under the proposed contract. In the event that a conflict of interest exists between the most advantageous Bidder and the PPECB, and this was not disclosed, the said Bidder's bid will not be accepted. The next most advantageous Bidder will be awarded the contract.

### **3.7 Tender Award**

The award of the tender is subject to receiving approval from the Executive Committee and the Board of the PPECB.

### **3.8 Bidder's Acceptance of Tender Conditions**

By submitting a proposal in response to this Tender, the Bidder acknowledges and accepts all the terms and conditions herein and the evaluation process and criteria.

### **3.9 Document Ownership**

This document and the information contained within it are for vendor use only, for the purposes of preparing a response to this Tender. The document is not to be duplicated and distributed, nor is its information to be disclosed to any third party without PPECB's written permission.

### **3.10 Bidder's Authorised Signatory**

Proposals submitted by companies must be signed by a person or persons duly authorised thereto. The Bidder must provide proof of authority to sign this bid (e.g. resolution of board of directors, etc).

### **3.11 Joint Ventures, Consortium or Trusts**

Bidders must submit proof of the existence of joint ventures and/or consortium arrangements. The PPECB will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. In the B-BBEE Codes, these are referred to as incorporated joint ventures or unincorporated joint ventures (such as a consortium).

The joint venture and/or consortium agreements must clearly set out the names and roles and responsibilities of the Lead Partner in the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect

of matters pertaining to the joint venture and/or consortium arrangement. In addition, provide the following information:

- Entity(ies) that will be guaranteeing contract performance
- Date of Joint Venture formation, if applicable; and
- Details regarding the nature of the agreement between the Joint Venture Partners including the proposed percentage division of work between the constituent members. Each party to the Tender, if that party is a subsidiary company, is required to give details of the extent to which the holding company and related subsidiaries and associates are prepared to provide guarantees.

**Failure to submit the listed will result in your bid deemed non-responsive.**

### **3.11.1 Preference Points for Joint Ventures, Consortiums or Trusts**

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

### **3.12 Proposal Withdrawal**

Should the Bidder withdraw the proposal before the proposal validity period expires, the PPECB reserves the right to recover any additional expense incurred by PPECB having to accept any less favourable proposal or the additional expenditure incurred by PPECB in the preparation of a new Tender and by the subsequent acceptance of any less favourable proposal.

### **3.13 Extension of Proposal Validity Period**

Should the evaluation of the proposals not be completed within the validity period, PPECB has discretion to extend the validity period. Upon receipt of the request to extend the validity period of the bid, the Bidder must respond within the required timeframes and in writing on whether or not it agrees to hold its original proposal responses valid under the same terms and conditions for a further period.

### **3.14 Reference Checks**

In the evaluation of proposal, the PPECB reserves the right to conduct independent reference checks.

### **3.15 Additional Information**

The PPECB reserves the right to obtain additional information from the Bidder after the bid closing date to clarify aspects of the Bidder's proposal.

Should such a request be made, the Bidder must respond within the timeframe specified in the request. Should a Bidder fail to respond or respond after the specified deadline, the Bidder's proposal will no longer be considered for further evaluation.

### **3.16 Rejection of proposal**

- 3.16.1 The PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Scope of the Terms of Reference.
- 3.16.2 PPECB may reject a bid if it doesn't comply with the instruction of submission of the proposal referred to above.

3.16.3 No tender will be awarded if the proposed solution does not meet the technical compliance criterion as set out in the tender documents.

### **3.17 Data Protection**

Any personal information and confidential information of the PPECB which may be provided during the bidding process may only be processed by the Bidder for the purposes of this bid.

### **3.18 Disclaimer**

This specification document is an invitation for tender only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its tender response, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this Tender. The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the tender, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### **3.19 Confidentiality**

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this Tender. This confidentiality clause extends to bidder's partners or consortium members whom you may decide to involve in preparing a response to this Tender.

For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of the PPECB (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

The receiving party shall take all such steps as may be reasonably necessary to prevent the PPECB's confidential information coming into the possession of unauthorized third parties. In protecting the receiving party's confidential information, the PPECB shall use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

Any documentation, software or records relating to confidential information of the PPECB, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

- shall be deemed to form part of the confidential information of the PPECB,
- shall be deemed to be the property of the PPECB;
- shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and shall be surrendered to the PPECB on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts thereof.

### **3.20 General legal conditions**

The preparation of response will be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.

While information in this Tender document has been prepared in good faith, it does not purport to be totally comprehensive, nor to have been independently verified. The PPECB does not accept any liability for its adequacy, accuracy, or completeness, nor does it make representation or warranties with respect to information contained in it, or upon which the Tender is based.

Prior to submitting the proposal, Bidders should satisfy themselves of the accuracy and completeness of all the information submitted. Bidders should be confident that the pricing submitted is sufficient for the company to meet all its obligations in terms of this Tender document and any contract that may result from this Tender process. Failure to do so may lead to disqualification.

### **3.21 Tender submissions**

Bidders are required to submit detailed proposals to demonstrate their ability to provide the services they will deliver on this Tender. A detailed specification of the services required by the PPECB is contained herein.

For further tender instructions, refer to Tender submission instructions, refer to Section 6.



## 4 Terms of Reference

### 4.1

The PPECB seek to appoint a suitably qualified and competent service provider for the provision of hygiene, pest control and fumigation services for all the PPECB listed offices for a period of five (5) years with an option to renew for two (2) years. The prices submitted should also include decommissioning costs at the end of the contract period. The PPECB pride itself in warranting compliance to all legislated regulations of the country, therefore, the service provider will ensure all buildings are occupationally safe, healthy and befit a conducive working environment. The bidder must provide services to all the listed PPECB offices in **Annexure 2**. The new contract will come into effect once the existing contract expires.

## 5 Scope of Service

### 5.1 HYGIENE SERVICES

Hygiene services and products are used to provide a clean, healthy, and sanitized work environment. These services are particular to the ablution facilities, where there is a high need for a clean and sterile environment and include the cleaning of and supplying of products and consumables to the premises.

#### List of Equipment and Installation

Item	Product/Service Description	Frequency	Quantity Required
1.	Manual Paper Dispensers	Once-off installation	Please see Annexure 2
2.	Manual Soap Dispensers	Once-off installation	Please see Annexure 2
3.	Sanitary Hygiene Bins	Once-off installation	Please see Annexure 2
4.	Air Hand Dryers	Once-off installation	Please see Annexure 2
5.	Toilet Seat Cleaner Dispenser	Once-off Installation	Please see Annexure 2
6.	Hand sanitizer dispenser – Wall Units	Once-off Installation	Please see Annexure 2
7.	Urinal Mats	Once- Off installation	Please see Annexure 2
8.	Automatic Air-Freshener Units	Once-off installation	Please see Annexure 2

#### 5.1.1 Hygiene Consumables and Supply

Bidders to submit costing for the monthly service as well as the cost per unit.

Item	Product/Service Description	Frequency	Units to be filled
1.	Manual Paper for Dispensers	Monthly	Please see Annexure 2
2.	Manual Soap for Dispensers	Monthly	Please see Annexure 2
3.	Sanitary Hygiene Liners for Bins	Monthly	Please see Annexure 2
4.	Toilet Seat Cleaner liquid for Dispensers	Monthly	Please see Annexure 2
5.	Hand sanitizer for dispenser – Wall Units	Monthly	Please see Annexure 2
6.	Urinal Mats	Monthly	Please see Annexure 2
7.	Automatic Air-Freshener Units	Monthly	Please see Annexure 2



### **5.1.2 Monthly Servicing and Ablution Hygiene Treatments**

Ablution hygiene treatment is a service to sanitise ablution fixtures and surfaces. This method uses patented and comprehensively effective preparations to eliminate pathogens, organic deposits, odour and scale. Ablution hygiene treatment reaches every area of concern. It offers protection from microbial cross-infection.

Item	Product/Service Description	Frequency	No of Ablution Facilities (Male/Female)	Servicing Requirements
1.	Urinal Mat Treatments and Toilet bowls treatment	Monthly	Please see Annexure 2	Remove urinal odour and blockages. Urinals must be cleaned and disinfected. Toilet bowls must be checked for blockages, stain removal and treated.  Servicing of urinal mats to include replacement as needed.
2.	Sanitary Hygiene Bins	Monthly	Please see Annexure 2	Bins need to be emptied, cleaned and sanitized.  Replace with fresh liner.
3.	Paper Towel Dispenser Units	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.
4.	Hand Sanitiser Dispenser Units	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.
5.	Soap Dispensers	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.
6.	Warm Air Dryers	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.
7.	Automatic Air Fresh Spray	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.
8.	Toilet Seat Cleaner Dispenser	Monthly	Please see Annexure 2	Dispenser Units to be checked and refilled. Any disrepair must be listed on the job card and the PPECB Site Representative must be notified. Mutual agreement on dates and times of replacement/return of units. Breaches must be reported to the PPECB Contract Manager.

### 5.1.3 Hygiene Services Schedules

Hygiene service schedules to be prepared by the Service Provider for the duration of the contractual period. The schedules are to be emailed by the Service Provider at least one (1) month prior to the service start date, to allow for all sites to mutually agree on service start date. Each site will manage their own hygiene services schedules and communicate with each other (the PPECB and The Service Provider) on mutually agreed service dates.

The Hygiene Service Schedule will include:

1. Dates and times for Services
2. Contact details for **The Service Provider** Hygiene Manager
3. Contact details for PPECB site representative.

### 5.1.4 Physical Installation of Equipment Plan

- **The Service Provider** emails details of the physical installation plan, listing dates and times of installation. Please refer to **Annexure 2** for the list of sites with equipment details.
- The length of time needed for installation.
- Impact on the premises (if any).

**NB: Any damage incurred to PPECB Premises during installation/repair/replacement of equipment will be fixed and repaired by The Service Provider at no cost to PPECB.**

### 5.1.5 Servicing and Repair of Hygiene Equipment

- During the monthly or as required servicing of hygiene equipment, The Service Provider, to display a checklist detailing the list of hygiene equipment to be serviced.
- All equipment must be inspected, cleaned and replenished.
- Sign off must be done on the checklist between **The Service Provider and The PPECB Representative.**
- Defective hygiene equipment must be replaced. If immediate replacement is not feasible, a timeline must be agreed to with **The PPECB Representative**, and **The Service Provider** must deliver and replace the hygiene equipment as mutually agreed.

### 5.1.6 Waste Disposal

Waste must be disposed of in a safe and secure manner. Sanitary waste must be disposed in the following legislation:

- The National Environmental Management Act, 59 of 2008.
- The National Regulations on Health Care Risk Waste (NEMWA, act 59 of 2008)

### 5.1.7 End Of Contract - Decommissioning Plan – Removal of Equipment and Reinstatement of Premises

- **The Service Provider** lists the details of the decommissioning Plan, with a list of equipment to be removed, dates and times to remove equipment from PPECB Premises.
- **The Service Provider** to reinstate affected areas from which equipment may have been installed and leave it in good order. For example, if holes were drilled into a wall requiring equipment to be mounted to a wall, such equipment, when removed, will leave holes which will need to be filled, and area fixed to show no disrepair.
- **The Service Provider** will fix and repair any damage done to fixtures, walls, surfaces, floors, during the decommissioning process, at their own cost.

## **5.2 PEST CONTROL AND FUMIGATION**

### **5.2.1 Purpose**

The PPECB wishes to appoint a suitably qualified and competent service provider to render a high-quality Pest Control & Fumigation Service to all the PPECB premises. The main objective is that the contractor maintains a pest and insect free environment and improvement of general conditions and appearance of all premises (internal and external), within the building in a suitable manner, at affordable maintenance, while ensuring compliance to general Occupational Health and Safety applicable legislation.

**ANNEXURE 2**  
**List of PPECB sites and Frequency of Services required**

#	Regional Office	Main/Sub Office	Address	Pest Control Service	Pest Control Fumigation	Square Metres	Pest Control Service and Fumigation Areas
1	Head Office	Main Office	45 Silverboom Avenue, Platteklouf, 7500	Monthly	quarterly	3924	Internally and Externally
2	Citrusdal	Main Office	65 Voortrekker Road, Citrusdal, 7340	Monthly	Quarterly	167	Internal Areas Only
3	Ceres	Main Office	37 Voortrekker Road, Van Eeden Building, Ceres, 6835	Monthly	Quarterly	420	Internal Areas Only
4	Paarl	Main Office	20 Bergsig Avenue, Zomerlust Estate, Bergrivier Boulevard, Paarl, 7646	Monthly	Quarterly	191	Internal Areas Only
5	Robertson	Main Office	12 Paul Kruger Street, Robertson, 6705	Monthly	Quarterly	200	Internal Areas Only
6	Hex River **	Sub Office	Hex Valley, 6 Voortrekker Ave, De Doorns, 6875	Monthly	Quarterly	190	Internal Areas Only
7	Grabouw	Main Office	C/O Hofmeyer Street & Forest Ave, Grabouw, 7160	Monthly	Quarterly	126	Internal Areas Only
8	Nelspruit	Main Office	5 Emkhe Street, Nelspruit 1200	Monthly	Quarterly	280	Internal Areas Only
9	Centurion Laboratory	Main Office	119 Gerhard Street Centurion Close, Centurion 0157	Monthly		2245.49	Internal Areas Only Gel required <sup>1</sup>
10	Groblersdal	Sub Office	17 Gembok Street Groblersdal 0470	Monthly	Quarterly	169	Internal Areas Only
11	Bothaville	Sub Office	13 Van Riebeeck Street, Bothaville, 9660	Monthly	Quarterly	39	Internal Areas Only
12	Tzaneen	Main Office	2 Thiem Street, Tzaneen, 0850	Monthly	Quarterly	220	Internal Areas Only
13	Durban	Main Office	2 Old Mission, Bluff, Durban, 4052	Monthly	Quarterly	954	Internal and External
14	Durban FPT	Sub Office	O/P Berth, T-Jetty, Dock Road, Port of Durban, 4000	Monthly	Quarterly	321.20	Internal Areas Only
15	Port Elizabeth	Main Office	63 Newton Street, Newton Park, 6055	Monthly	Quarterly	589	Internal Areas Only

<sup>1</sup> Centurion Laboratory: All pesticides used by the service provider must comply with the Department of Agriculture as stipulated by Act No.36 of 1947 and are applied in line with SANS 10133:2011. The types of gels that we currently use are; ProRoach Gel, Advion cockroach gel bait, Ultrakill RoachForce and Maxforce Platin.

#	Regional Office	Main/Sub Office	Address	Pest Control Service	Pest Control Fumigation	Square Metres	Pest Control Service and Fumigation Areas
16	Tulbagh	Sub Office	34B Van der Stel Street, Tulbagh, 6820	Monthly	Quarterly	64	Internal Areas Only
17	Kakamas	Sub Office	Groot Gariep Cold Store, Kakamas	Monthly	Quarterly	137	Internal Areas Only
18	Clanwilliam	Sub Office	Capitec Bank Gebou nr 3, Hoofstraat, Clanwilliam, 8135	Monthly	Quarterly	36	Internal Areas Only
19	Piketberg	Sub Office	Lot No. 260, Nieuoudia Droomland Building, Piketberg, 7320	Monthly	Quarterly	55	Internal Areas Only
20	Malelane	Sub Office	27 c/o Impala & Buffel Street, Malelane, 1320	Monthly	Quarterly	120	Internal Areas Only
21	Kirkwood	Sub Office	PPECB, Main Street, Kirkwood	Monthly	Quarterly	220	Internal Areas Only
22	Langkloof **	Sub Office	House no 1 at Summer Place, Louterwater, 6435	Monthly	Quarterly	189	Internal Areas Only
23	Patensie **	Sub Office	1 Fred Ferreira Rd, Patensie, 6335	Monthly	Quarterly	190	Internal Areas Only
24	Hoedspruit	Sub Office	167 Moose Road, Hoedspruit, 1380	Monthly	Quarterly	90	Internal Areas Only
25	Musina	Sub Office	47 Appelblaar Crescent, Appelblaar Flats Unit C, Musina, 0900	Monthly	Quarterly	50	Internal Areas Only
26	Burgersfort	Sub office	MHT Centre, Shop 4, Corner Marone & Dirk Winterbach Streets, Burgersfort, 1150	Monthly	Quarterly	13.5	Internal Areas Only

- Due to Operational requirements, there are sites that only operate on a seasonal basis. These are listed above with an \*\*

## 5.3 SPECIFICATION OF THE WORK OR PRODUCTS SERVICES REQUIRED

### 5.3.1 Work Specifications

The contractor shall provide professional pest control and fumigation services at the above-mentioned addresses on the areas indicated under the scope of work. The pests referred to in this agreement include but is not limited to, cockroaches, rodents, rats, termites, flies, bees, wasps, hornets, mosquitoes, spiders, snakes and ants. All pesticides used by the service provider must comply with the Department of Agriculture as stipulated by Act No.36 of 1947.

### 5.3.2 Materials and Chemicals for Pest Control

- The Contractor shall supply all chemicals, tools, labour and all equipment necessary for the proper execution of pest control services. Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans. The contractor is to furnish names of all chemicals/insecticides to be used with to PPECB with quotations.
- Only approved chemicals approved by the Ministry of the Environment are allowed for application in the premises. It is also the contractor's responsibility that chemical usage does not defer from laws and regulations stipulated by the local government.
- All insecticides and chemicals must be used discretely. Treatment should not cause damage or be corrosive to the buildings, equipment and electrical appliances. In food-handling areas the PPECB prefer the aforementioned gels on **Page 13** or equivalent.
- All chemicals stored at PPECB premises are to be properly labelled and stored systematically and neatly. The Contractor is also expected to provide the relevant Material Safety Data Sheets (MSDS) for ALL chemicals used in and around PPECB premises. It is also the contractor's responsibility to ensure that an updated list and MSDS be provided immediately should there be a change.

### 5.3.3 Method of Treatment and Frequency

The Table below lists the minimum requirements for the treatment frequency and method used:

Type of Services required	Frequency	Method used
Residual spray, pest-gas equipment in and around the premises. Monthly inspections, removal and rebaiting of all stations.	Monthly	Gas, sprays, gels, traps
Fumigation – Detection and destruction of potential breeding and other harbourage of rats, cockroaches, flies, mosquitoes, wasps, hornets, ants and other insects and pests in and around the premises.  Extermination of all pests in the entire premises. Placing, removal of any chemicals to rid pests.	Quarterly	Foggers, sprays, dispensers, etc. Suppliers to list all fumigation products and equipment in their proposal, including Health and Safety PPE Risk Assessment and Method statement.  A detailed report containing details of locations and results of treatments must be submitted to the PPECB after each fumigation.

**NB:** The Service Provider will play an important role in ensuring that the premises, inside and out, remain free of pests.

### 5.3.4 Work Schedule

The Contractor shall submit a work schedule on the pest control and fumigation services.



### 5.3.5 Service Reports

- The Contractor's workers attending the works must report to PPECB personnel immediately before and after service. They are to provide service reports on work carried out, including areas attended to and chemicals used. In addition, any abnormal events should be reported verbally to PPECB personnel immediately.
- The contractor should provide analysis of the trends and offer professional advice should any abnormalities be detected, to rectify the situation immediately.

### 5.3.6 Immediate Attendance to Urgent Requests

- Other than the normal services the contractor must attend and treat any pest sightings by PPECB staff immediately at no additional charge. Such activations should be attended to promptly after notification.

### 5.3.7 The Primary Objective of this part of the Contract is to

- Procure the service of a Pest Control contractor who will be fully responsible for insecticides and eradication of pests.
- To contract for cost effective and professional high-quality services.
- Ensure provision of safe fumigation methods that consider employees and visitors flow inside and outside the building.
- To ensure that, internal offices, passages, kitchens, shared facilities (viz; Boardrooms, dining areas and other meeting areas), ablutions, Lifts, Lift's foyers, and Stairways are always free of pests.
- To ensure that, externally, parking areas, access gates, reception, assembly point, garden, basements and surround parameters are always free of pests. (Where applicable).

## 5.4 CAPACITY

- The Contractor shall provide one technically and competent supervisor to oversee the pest control teams assigned to carry out the tasks. The supervisor should also be knowledgeable, responsible, and proactive.
- The supervisor shall ensure that the technical teams are performing up to expectations. He shall ensure that all works are performed as scheduled and quality checks of staff work should be constantly performed. Good reporting and documentation skills are also pre-requisites.
- All staff should also comply with the PPECB Health and Safety Policy.
- All **The Service Provider** staff must be attired in uniforms that are neat and clean, and recognizable as **The Service Provider** Staff.
- All **The Service Provider** staff must wear the required PPE when performing services.
- **The Service Provider** staff must be seen loitering on PPECB property after expected services have been completed.
- PPECB reserves the right to request training records for all staff working at our premises, including requesting any additional information that forms part of the Occupational Health and Safety Act, 85 of 1993, requiring certified staff to perform hygiene services work.
- 

## 5.5 SAFETY AND HOUSE KEEPING

- Compliance with Environmental, Health and Safety regulations as well as any such regulation prescribed by PPECB. It is the Contractors responsibility to know and understand the regulations.
- Regular and routine or ad-hoc inspections of compliance with safety and housekeeping will be undertaken and necessary corrective actions immediately implemented.

- The contractor shall submit a Health & Safety Plan, which will include Risk Assessment with proposed work method and request for approval for site access. Only when approval is granted shall the contractor occupy operating space for the duration of the contract.

## 5.6 CONTRACTOR'S OBLIGATIONS

- The **CONTRACTOR** hereby agrees and warrants that she/he shall carry out in an efficient, expert and responsible way his/her duties and obligations of rendering services to PPECB in terms of the agreement.
- For the purpose of rendering the service in terms of this agreement, the contractor shall use equipment, which is in good working condition that will not damage the areas.
- The PPECB Representative who has the power to audit and request documentation of any equipment used by the Contractor.
- The Contractor is bound to investigate and attend to any complaints received in respect of service rendered and shall respond to such complaints within 24hrs after receiving such complaint.
- If for whatever reason, the pesticides or hygiene consumables used are not environmentally friendly and pose threats to PPECB stakeholders within the contracting period, the onus is on the bidder to replace with the one that will be suitable for use.

## 5.7 MAINTENANCE AND REPORTS

- The **CONTRACTOR** is to ensure that proper records of equipment, consumables, inspection lists, and staff attendance registers are maintained. These records must in the building/supplier dedicated office and made available on request.
- The **CONTRACTOR** is to produce monthly reports indicating the daily resource deployment for the month, ad hoc costs, and costs depicting the monthly contract fee, consumable allocation per facility with costing, walk-about findings, non-conformances and all actions taken.
- Continual improvement: This contract encourages the analysis of operations, to identify deficiencies, to introduce new technologies and provide proposals. This is the primary reason why proper record keeping and monthly reporting is prescribed in this contract.
- Control Documents: Copies of Control documents will be placed at the PPECB offices to confirm that all activities have been carried out as per specifications. These documents are to be signed by the Contractors' and must accompany the payment invoice each month.

## 5.8 OCCUPATIONAL HEALTH AND SAFETY

The successful service provider / supplier will be required to comply with the requirements of the Occupational Health and Safety Act, 85 of 1993 as may be amend from time to time and its regulations. The bidder must use products that will comply with the Hazardous Substances Act, No. 15 of 1973. The application of pesticides in food-handling and food-processing areas must be in compliance with the South African National Standard (SANS) 10133.

## 6 Instructions for Submitting Tender Response

### 6.1 General Submission Instructions

- 6.1.1 The tender must be submitted in **dual** format:
- 6.1.1.1 A **hard copy** submission, that must be delivered to the designated PPECB Tender Box (refer section 6.3 for physical submission instructions); and
- 6.1.1.2 An **electronic** submission, that must be stored via Microsoft OneDrive and shared with the email address specified in section 6.4 (refer to section 6.4 for further instructions on the electronic submission).
- 6.1.2 The hardcopy submission (in the tender box) and the electronic submission (via email) must be delivered to the designated addresses **before** the tender closing date and time.
- 6.1.3 No late bid responses will be considered.
- 6.1.4 The tender must be submitted on the Forms of Tender incorporated herein. The forms must be duly signed by each Bidder and submitted in the sequence listed in paragraph 6.2
- 6.1.5 Envelope submission: Two Envelopes
- 6.1.6 Proposals must consist of two parts, each of which is submitted in a separate package clearly marked:
- 6.1.7 **Envelop 1 – Technical Proposal: RFP/HC/HS/2025/10 - (No Pricing in this envelope)**
- Bidders must submit one (1) signed, completed original of the Technical Proposal, together with one (1) electronic copy (in PDF format) via Microsoft One Drive (unencrypted). The envelope must contain all information and documentation relating to the tender. Refer to Structure of the Proposal below.
- 6.1.7.1 **No pricing** information must be included in Envelope One (Non-compliance will result in automatic disqualification).
- 6.1.8 **Envelope 2 – Pricing Proposal: RFP/HC/HS/2025/10 – Provision of Hygiene and Pest Control Services**
- Bidders must submit one (1) signed, completed original Price Proposal (pricing schedule/schedule of rates as applicable), together with one (1) electronic copy (MS-Excel format) via One Drive (unencrypted). No technical information must be included in Envelope Two.

### 6.2 Structure of the Proposal

#### Envelope 1: Technical Proposal

1.	Bidder's Cover letter on Company Letterhead
2.	Table of Contents Page
3.	Bidders written technical proposal, providing evidence/support for technical evaluation
4.	Specification document, with the declaration section on page 24, completed and signed by the bidder
5.	SBD 1 – Invitation to Submit Proposal
6.	SBD 4 – Bidder Declaration
7.	SBD 6.1 - Preference Point Claim Form
8.	Valid B-BBEE Certificate ** For a Joint Venture or Consortium, the consolidated B-BBEE certificate of the joint venture or consortium must be submitted (refer paragraph 3.11.1.).
9	Non-Disclosure Agreement -Annexure A
10.	Tax Compliance Pin Certificate
11.	In case of a proposal from a joint venture, consortium or subcontracting, the following must be submitted: <ul style="list-style-type: none"><li>Joint Venture Agreement including split of work and rand value signed by both parties;</li></ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• The Tax Clearance Certificate / Proof Tax Compliance of each joint venture member;</li> <li>• Proof of ownership/shareholder certificates/copies of Identity document; and</li> <li>• Company registration certificates</li> </ul> |
|--|---|

**Envelope 2: Pricing Proposal**

- |    |                            |
|----|----------------------------|
| 1. | SBD 3.3 – Pricing Schedule |
|----|----------------------------|

**6.3 Physical Submission - Tender Packaging and Delivery**

- 6.3.1 The Technical and Pricing Proposal must be split into two separate envelopes, both sealed, which must then be placed together in an outer envelope or parcel, which must also be sealed.
- 6.3.2 The outer envelope or packaging must be sealed and marked with the following information:
- Tender: : RFP/HC/HS/2025/10**
- Venue:** THE PERISHABLE PRODUCTS EXPORT CONTROL BOARD (PPECB)  
45 Silwerboom Avenue  
Platteklouf  
Cape Town, 7500
- 6.3.3 The sealed Tender submission documents must be placed in the Tender Box in the main reception area at the PPECB Head Office no later than the closing date and time stipulated in the Tender Summary Information (refer cover page).
- 6.3.4 Failure to comply with these instructions may result in the tender being considered ineligible.

**6.4 Electronic Submission**

- 6.4.1 An electronic copy must be submitted online via Microsoft OneDrive and shared with email address [siyasangak@ppecb.com](mailto:siyasangak@ppecb.com). and ppecb-procurement@ppecb.com.
- 6.4.2 The electronic submission must be structured in the same sequence as the physical submission (Individually filed in folders and named accordingly)
- 6.4.3 The electronic copy must be in PDF format with all the relevant documents signed as per hard copy original, but the electronic version must also have the completed pricing matrix in EXCEL format, unencrypted.

**7 Evaluation Process and Criteria.**

The tender evaluation process will be conducted in compliance with the relevant Supply Chain acts (including, the Public Finance Management Act of 1999, Preferential Procurement Policy Framework Act of 2000, etc.), its associated Regulations, and PPECB's Procurement and Preferential Procurement Policies.

The bids will be evaluated based on the following stages and further described below:

- Stage 1 – Administrative Evaluation.
- Stage 2 – Mandatory Evaluation
- Stage 3 – Functional / Technical Evaluation.
- Stage 4 – Price and Preference Evaluation; and
- Stage 5 – Objective Criteria (Risk) Evaluation.

Should a bidder fail on any of the previous stages, they will be disqualified and not be considered for any of the follow-on stages. These different stages are further described below.

**7.1 Stage 1 – Administrative/Compliance Evaluation**

- The bidders will be evaluated on the returnable documents for administrative compliance and to confirm if the bidder meets all the terms and conditions of bid as referenced in this document, including all annexures.

## 7.2 Stage 2 - Mandatory Criteria

In their responses, bidders must state whether (or not) they comply with each of the requirements below and provide a comment substantiating their claim or provide a cross reference where in their quotation/proposal they address this requirement.

If a Bidder does not comply with any requirement in the table below, they **will be** disqualified and will not be considered for further evaluation

No.	Mandatory Functional/Technical Evaluation Criterion	Comply	Comments / X-Ref in Proposal
1.	To be declared responsive, proof of registration (valid) as a Pest Control Operator (PCO) (Landscape, Structural and/or Fumigation) with the Department of Agriculture must be provided. Complete <b>Annexure B</b> and attach PCO certificate. Please provide at least 8 PCO certificates for different footprints. Failure to submit 8 PCO certificates may be deemed as non-responsive.  Note: PCO's must always be in possession of valid registration certificate and must ensure it is renewed prior to expiration of the period of registration.	<input type="checkbox"/> YES <input type="checkbox"/> No	
2.	Bidders must have a national footprint with site offices in the Eastern Cape, Western Cape, Gauteng and Kwa-Zulu Natal. (Sites addresses and GPS coordinates to be provided).	<input type="checkbox"/> YES <input type="checkbox"/> No	
3	Bidders must attach an updated letter of good standing that is provided by the Department of labour/Federal Employer Mutual Assurance (FEM).	<input type="checkbox"/> YES <input type="checkbox"/> No	

## 7.3

## 7.4 Stage 3 - Functional / Technical Evaluation

**This bid will be evaluated on functionality. The functional / technical evaluation is further sub- divided in the following sub-stages.**

### 7.4.1 Weighted/Rated Technical Evaluation

Bidders will be evaluated based on the following Weighted/Rated Technical/Functional Evaluation Criteria.

**Failure to submit any of the required documentation, points may not be awarded.**

No.	Technical Evaluation Criteria	Minimum Points	Maximum Points
1	<b>Bidder's experience</b>		
	The bidder must have relevant experience in providing Pest Control and Hygiene Services.  <b>Pest Control = 20 points</b> More than 8 years – 20 points More than 5-8 years – 15 points More than 3-5 years – 10 points 0 – 3 years – 0 points  <b>Hygiene Services = 20 points</b> More than 8 years – 20 points More than 5-8 years – 15 points More than 3-5 years – 10 points 0 – 3 years – 0 points	25	40

No.	Technical Evaluation Criteria	Minimum Points	Maximum Points
<b>2</b>	<b>References</b>		
	<p>Provide a list of contactable references as per <b>Annexure C</b>. Reference letters must have the entities' letterhead, dated and signed by the representative from that entity.</p> <p>References must be in relation/similar to the scope/type of service as per the scope of works and references older than 8 years will not be accepted.</p> <p>5 References – 20  4 References - 15  3 References- 15 Points  2 Refences - 10  1 Reference – 5 Points</p> <p>Complete Annexure A fully</p> <p>Please note that PPECB reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients listed on the schedule are contactable.</p>		20
<b>3</b>	<b>Site take over</b>		
	<p>Timelines for the Installation of equipment</p> <p>5 Days = 20 points  5-10 Days =10 points  More than 10 days = 0 points</p>	10	20
<b>4</b>	<b>Certification</b>		
	<p>The bidder must supply only relevant certificates.</p> <p>Registered with SAPCA - 10  Waste removal certificate – 5 points  None of the above – 0 points</p>		15
	<b>Total points:</b>		<b>95</b>

### Functional Threshold

The minimum required points for the bidder to be considered for phase three is 95 points. Any bidder that scores below the minimum threshold points of 85 points or the minimum points stipulated within the requirements will be regarded as non-responsive and therefore disqualified.

### VERY IMPORTANT:

- Technical documents must be arranged in sequence of the above criteria in a pack with clearly marked sections according to the headings listed above.
- Complete the “Bidder page reference and page number” in the table above to ensure that your responses to the technical evaluation can be located.

### 7.5 Stage 5 - Price and Preference Evaluation

All bidders that pass all previous stages of evaluation (acceptable bidders) will qualify to be further evaluated on Price and Preference/Specific Goals.

The bid will be evaluated using the **80/20** preference point system as per the current Preferential Procurement Regulations.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

#### POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
*(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 20</b> EME = 20 QSE = 20 Generic = 5	
	<b>Total Specific Goals</b>		<b>20</b>	

#### 7.6 Stage 5 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 1) The risk of fruitless and wasteful expenditure to the PPECB.
- 2) The risk of an abnormally low bid.
- 3) The risk of a material irregularity.
- 4) The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5) The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.
- 6) The PPECB reserve the right to do a site visit as a due diligence process.



## 8 Financial Proposal

### Points awarded for price

**Note: The Bidder's Proposal must set out all pricing assumptions.**

All prices must be inclusive of VAT.

#### 8.1 Notes on Quantities and Pricing

- a) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.
- b) Please note that should you have offered a discounted price(s), PPECB will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- c) Suppliers must submit a price schedule in which they set out the total cost breakdown of the prices they have quoted in their proposals.
- d) Please take note that the specified volumes are estimates and subject to change due to the seasonal resourcing fluctuations of the PPECB.
- e) Errors and omissions will not be accepted and only the total price submitted in your bid will be considered.
- f) The Tender must be quoted in its entirety in the pricing schedule. No portion may be left blank – failure to quote on all components will disqualify you from the tender process.
- g) Please ensure that a detailed description accompanies the pricing schedule that describes how the pricing has been derived.
- h) The price submitted will be used for evaluation purposes only.

## 9 General Conditions of Contract and Special Conditions of Contract

**9.1** The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this tender (Refer **Annexure B**).

9.1.1 PPECB may not amend the GCC but may supplement this with its own Special Conditions of Contract (SCC), which commence **at Paragraph 8.2**.

9.1.2 Where there is a conflict between the GCC and the SCC the provisions of the SCC shall prevail.

### 9.2 Special Conditions of Contract

9.2.1 The PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.

9.2.2 The PPECB needs to be formally informed of any change/replacement of approved resources.

9.2.3 Non-Disclosure of Information

9.2.4 The successful Bidder will be required to sign a formal agreement with the PPECB.

9.2.5 The Bidder may not intend to assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless prior consent is obtained in writing.

9.2.6 A Bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.

### 9.3 Insurance

9.3.1 The successful bidder will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all descriptions issued in connection with this Tender.

9.3.2 Upon award of contract and prior to beginning work, the successful bidder must provide proof of insurance. Insurance must be maintained for the duration of the contract.

9.3.3 Bidders are required to provide a sample certificate of insurance that indicates your company's limitations of liability as part of your tender response.

9.3.4 The bidder is to submit a copy of their public liability insurance

#### **9.4 Assignment and Cession**

9.4.1 A Bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party.

9.4.2 A Bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.

#### **9.5 News and press releases**

Bidders or their agents shall not make any news releases concerning this Tender or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with the PPECB.

#### **9.6 Quality**

9.6.1 The quality of the products/services delivered shall not differ from that specified in Point 7 of this document.

#### **9.7 Payment**

9.7.1 The PPECB shall pay the price to the appointed Bidder in accordance with the contract signed pursuant to the award of this tender, which payment shall be subject to:

9.7.1.1 the price being in accordance with the agreed quotes and as per the contract.

9.7.1.2 the products/services being received and accepted by the PPECB in terms of the contract.

9.7.1.3 Goods and services VAT being included in the price.

9.7.1.4 A correct purchase order number being quoted on the tax invoice.

9.7.2 The **payments terms** shall be 30 days from invoice date.

#### **9.8 Subcontracting after Award**

9.8.1 Should a bidder wish to change or appoint a new subcontractor after award the following conditions will apply.

9.8.1.1 Any changes to subcontracting arrangements must be done with the prior written approval of PPECB.

#### **9.9 Duration of Contract**

9.9.1 This contract and/or Service Level Agreement shall commence on the commencement date and terminate as per the agreement terms signed by both parties,

9.9.2 The duration of the agreement shall be subject to an annual performance review by the PPECB, which shall entitle the PPECB to cancel this agreement if the performance of the services do not meet the required agreed performance standards.

9.9.3 The PPECB reserves the right to terminate without penalty if the successful tenderer is not able to honour the terms and conditions specified by the contract. Further to this, should there be any risk in terms of reputational damage by association the PPECB reserves the right to cancel the contract.

#### **9.10 Legal Jurisdiction**

The laws of the Republic of South Africa shall govern this Tender and any subsequent agreement entered into. Bidders accept hereby that the courts of the Republic of South Africa shall have jurisdiction.

### DECLARATION BY THE BIDDER

Only Bidders who have completed the declaration below will be considered for evaluation.

Tender No: **RFP/HC/HS/2025/10** I hereby undertake to render services described in the attached Tender documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in the Tender mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

The bidder herewith consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication, and appointment of a successful bidder. Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid. The bidder consents that the PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/industry or any accredited/certification bodies. Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB. The personal information collected for the purpose of this bid will be retained for a period of three years after the bid has been awarded. The bidder further consents to retention of its information including personal information pursuant to this Agreement and agrees that such information may be stored on a private/public cloud hosted in Western Europe/European Union for the relevant retention periods as may be provided for in the PPECB's retention policy.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

DESIGNATION .....

WITNESSES:

1 .....

2 .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_S = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 20</b> EME = 20 QSE = 20 Generic = 5	
<b>Total Specific Goals</b>			<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any

of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**PRICING SCHEDULE**  
**The Provision of Hygiene and Pest Control Services**

Name of Bidder.....Bid number.. RFP/HC/HS/2025/10  
 Closing Time 11:00 ..... Closing date...02 May 2025.....

OFFER TO BE VALID FOR...60.....DAYS FROM THE CLOSING DATE OF BID.

-----

ITEM	DESCRIPTION				TOTAL COST
1	Hygiene Services				
2	Pest Control Services				
3	Fumigation Services				
				TOTAL	
				VALUE ADDED TAX	
				<b>TOTAL INCLUSIVE OF VALUE ADDED TAX</b>	

**Pricing Notes**

Please also include a price breakdown for the above Total Cost.

**STAMP & SIGNATURE**

## **Annexure A: Summary of Once-off Installation Costs for all Offices**

### **– Pricing Schedule (All-inclusive costing i.e. Transportation, Supply, Delivery and Installation)**

Notes: Please complete Annexure 1 and carry the totals to the below table.

<b>Product/Service Description</b>	<b>Installation Costs</b>
Manual Paper for Dispensers	
Manual Soap for Dispensers	
Sanitary Hygiene Liners for Bins	
Toilet Seat Cleaner liquid for Dispensers	
Hand sanitizer for dispenser – Wall Units	
Urinal Mats	
Air-Freshener Units	
<b>TOTAL (All the above-line items)</b>	R

**Totals: Total for evaluation and award purposes**

## **Annexure A2: Hygiene Consumables and Supply**

### **– Pricing Schedule (All-inclusive costing i.e. Transportation, Supply, Delivery and Installation)**

Notes: Please complete Annexure 1.2 and carry the totals to the below table.

<b>No.</b>	<b>Product/Service Description</b>	<b>Unit Cost for Year 1</b>	<b>Monthly cost for year 1</b>	<b>Monthly cost for year 2</b>	<b>Monthly cost for year 3</b>	<b>Monthly cost for year 4</b>	<b>Monthly cost for year 5</b>
1	Urinal Mat Treatments and Toilet bowls treatment						
2	Sanitary Hygiene Bins						
3	Paper Towel Dispenser Units						
4	Hand Sanitiser Dispenser Units						
5	Soap Dispensers						
6	Warm Air Dryers						
7	Automatic Air Fresh Spray						
8	Toilet Seat Cleaner Dispenser						
	<b>TOTAL</b>						

**Totals: Total for evaluation and award purposes**



### **Annexure A3: Pest & Fumigation Costs**

#### **– Pricing Schedule (All-inclusive costing i.e. Transportation, Supply, Delivery and Installation)**

Notes: Please complete Annexure 1.3 and carry the totals to the below table.

Years	Total for Pest Control Service	Total for Fumigation	Total for Pest Control and Fumigation
Year 1	R	R	R
Year 2	R	R	R
Year 3	R	R	R
Year 4	R	R	R
Year 5	R	R	R
TOTAL	R	R	R

**TOTAL: Hygiene + Pest & Fumigation Costs = R** \_\_\_\_\_

**NB: Bidders are required to indicate a fixed price for the first year of the project, and the possible maximum increases applicable for the following four (4) years. Pricing must include all expenses, inclusive of VAT.**

## Annexure B:

## Pest Control Operator's Experience

If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it.

[illegible]

## Annexure C:

### **Bidder's experience in providing similar service**

If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it.

[illegible]

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP/HC/HS/2025/10	CLOSING DATE:	06 May 2025	CLOSING TIME:	11:00am
DESCRIPTION	Hygiene and Pest Control Services				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
THE PERISHABLE PRODUCTS EXPORT CONTROL BOARD (PPECB)					
45 Silwerboom Avenue					
Platteklouf					
Cape Town, 7500					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Siyasanga Kotshobe		CONTACT PERSON	Siyasanga Kotshobe	
TELEPHONE NUMBER	021 930 1134		TELEPHONE NUMBER	021 930 1134	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	SiyasangaK@ppecb.com		E-MAIL ADDRESS	SiyasangaK@ppecb.com	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....