



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: ECR/F/01/11/2025

REQUEST FOR QUOTATION FOR TWO (2) SERVICE PROVIDERS FOR PROVISION OF PEST CONTROL AND FUMIGATION AT VARIOUS PRASA STATIONS IN EASTERN CAPE REGION (ECR) FOR A PERIOD OF 36 MONTHS



SECTION 1:

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	ECR/F/01/11/2025	CLOSING DATE:	21 November 2025	CLOSING TIME:	12:00 PM
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DESCRIPTION REQUEST FOR QUOTATION FOR TWO (2) SERVICE PROVIDERS FOR PROVISION OF PEST CONTROL AND FUMIGATION AT VARIOUS PRASA STATIONS IN EASTERN CAPE REGION (ECR) FOR A PERIOD OF 36 MONTHS

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) AND MUST ALSO SIGN THE SUBMISSION REGISTER

**8 STATION STREET
PRASA REGIONAL OFFICE
PRASA SCM
EAST LONDON**

**Electronic submissions will not be considered
Bidders must sign the submission register**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Luleka Mtyala
TELEPHONE NUMBER	043 700 2017
E-MAIL ADDRESS	lmtyala@prasa.com

SUPPLIER INFORMATION

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.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH	<input type="checkbox"/> Yes <input type="checkbox"/> No	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE
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AFRICA FOR THE GOODS /SERVICES OFFERED? /WORKS	[IF YES ENCLOSE PROOF]		QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 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 NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

- NB:**
- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
 - *PRASA General Conditions of Purchase shall apply.*

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 - *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

All responses to the RFQ should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response.

1.1 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory Compliance Response and Specific goals response
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelop 2/ Package 2)

- o **Part C:** Financial Proposal

Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package

1.2 Bidders should ensure that their response to the RFQ is in accordance with the structure of this document.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name;

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue ;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilize the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 1C – Documents required for Scoring	
Stage 2	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16 .1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

17 BRIEFING SESSION – COMPULSORY

A Compulsory RFQ briefing session will be held on the 12 November 2025 for a period of an hour at East London train station . The briefing session will start punctually at 10h00, and information will not be repeated for the benefit of respondents joining late

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Compliance Requirements

If you do not submit/meet the following mandatory documents/requirements, your Quote will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	<p>Price Schedule/Bill of Quantities (BOQ) and Pricing and delivery Schedule (Section 4) must be submitted as Volume 2 in Envelope 2</p> <p>To facilitate like-for like comparison. Bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format.</p> <p>Deviation from this pricing schedule will result in a bid being declared non-responsive.</p>	
b)	<p>Certified Copy Proof of registration as Pest control operator at SAPCA or PCIPC or Department of Agriculture land and Forestry.</p>	
c)	<p>Bidders to fill and sign the Correct Submission register at SCM reception on submission of tender documents</p>	

Stage 1B – Other Mandatory Requirements (To be submitted in envelope 1)

If you do not submit the following basic compliance documents and should an award be made, these basic compliance documents must be made available within seven (7) days of request from PRASA, failing of which the award will be recalled.

No.	Description of requirement	
a)	Proof of Company Registration Documents, (Certificate of Incorporation or CK1 or CK2)	
b)	Copies of Directors` ID documents;	
c)	Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.	
d)	Completion of ALL RFQ documentation (includes ALL declarations)	
e)	CSD Summary report / CSD reference number	
f)	Proof of Bank Account (i.e letter issued by the bank)	
g)	Valid Original, or certified copy of Letter of Good Standing (COID)	

Stage 1C: Documents required for Scoring.

Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion: -

Certified copy of ID Documents of the Owners
Audited Annual Financials/ B-BBEE Certificate/Affidavit
CIPC Documents / B-BBEE Certificate/Affidavit
Certified copy of ID Documents of the Owners and Doctor`s note confirming the disability

Stage 2- Pricing and Specific Goals

The following formula shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80 \left(1 - \frac{Pt - Pmin}{\dots} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3. 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—
- 3.3. 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
- 3.4. 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.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	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)
51% Black Women Owned	Certified copy of ID Documents of the Owners	4	
51% Black Youth Owned	Certified copy of ID Documents of the Owners	4	
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	4	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming disability	4	
Total		20	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule/ BOQ (**Section 10**).

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 9 negotiate a market-related price with the Respondent scoring the highest points;;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
 - 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) of _____

_____ code

(Full address) conducting business under the style or title of: _____ represented by: _____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of _____ R

_____ (amount in

numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

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 interest¹ 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 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

¹ 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.

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 consortium² 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 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

² 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.



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.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
Total points for Price and Specific Goals	100

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 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{max} - P_{min}} \right)$$

P min

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max} - P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = 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—

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

- (a) 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.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	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)
51% Black Women Owned	Certified copy of ID Documents of the Owners	4	
51% Black Youth Owned	Certified copy of ID Documents of the Owners	4	
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	4	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming disability	4	
Total		20	

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 authorized 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 favorable 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.

1.

.....

SIGNATURE(S) OF TENDERER(S)

2.

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SECTION 8

Request number:	RFQ NUMBER: ECR/F/01/11/2025
Request for Quotation:	PROVISION OF PEST CONTROL AND FUMIGATION AT VARIOUS PRASA STATIONS IN EASTERN CAPE REGION (ECR) FOR A PERIOD OF 36 MONTHS

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at this day of 2025

_____ Designation
for / on behalf of PRASA

Acknowledgement

This is to certify that the Bidder attended the above-mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES)	WITNESSES
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____



SECTION 9

SPECIFICATION

1. SCOPE OF WORK

The service provider will be expected to:

- Render a comprehensive integrated Pest Control service on an as and when required basis from control and including maintenance perspective, which the main objective will be to render PRASA free of any pest control challenges for a period of 36 months.
- Ensure that all sites and affected properties remain pest free environment, clean and presentable.
- Provide general pest control and fumigation services but not limited to ants, cockroaches, flies, rodents etc.
- Install bait boxes and provide maintenance on PRASA Buildings for interior and exterior.
- Maintain and provide regular reports on work done and any supplies.
- Attending all audits, meetings and inspections requested by PRASA on as and when required.
- The service provider shall furnish all supervision, labour materials and equipment necessary to accomplish the monitoring, trapping, pesticide application and pest removal components of the integrated pest management programme.
- The service provider shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in-pest prevention.

2. AREAS OF FOCUS

The service provider on a Monthly & Quarterly basis shall service various stations, all offices, station facilities, Staff toilets/ Ablution facilities including Station ticket offices on the station/ /or depot, parking areas and open spaces which falls within the precinct of Prasa. The Eastern Cape Region Pest Control and Fumigation Services shall include stations in Gqeberha corridor, East London Corridor and MLPS Corridor.



2.1. The Station Clustering

No.	Corridor Name
1	East London – Burgersdorp Corridor
2	Port Elizabeth – Nouport Corridor (Including Mariska Student Accommodation)

2.1.1. East London – Burgedop Corridor

STATION NAMES	OFFICES	WAITING ROOM	M ²
East London	37 Offices	0	3500
SAPS East London	20 Office	0	2500
Southernwood	2 ticket Offices and guardroom	1	500
Panmure station	2 ticket Offices and guardroom	0	500
Chiselhurst Station	2 ticket Offices and guardroom	0	500
Vincent Station	2 ticket Offices and guardroom	0	500
Cambridge Station	1 ticket Offices	1	700
Highgate station	1 ticket Offices	4	100
Dawn Station	2 ticket Offices	2	100
Wilsonia Station	2 ticket Offices	2	250
Mtsofso Station	2 ticket Offices	4	600
Mdantsane Station	2 ticket Offices	0	900
Mount Ruth Station	2 ticket Offices	0	700
Mount Ruth SAPS	15 Offices	0	3000
Egerton station	1 ticket Offices and 1 guardroom	4	300
Fort Jackson Station	1 ticket Offices and 1 guardroom	1	600
Berlin Station	1 ticket Offices and 1 guardroom	1	750
KWT	1 ticket Office	1	150
Stutterheim	1 office, 1 Kithcen	1	60
Queenstown	13 Offices	0	650
Sterkstroom	4 Offices	1	60
Molteno	2 office, 1 laggage room	1	60
Burgersdorp	4 Offices, 1 waiting room	1	645
FLEET			
Metrorail fleet	6 Minibus		



Metro-Coaches	97		7200
SMEYL Coaches	56		56

2.1.2. Port Elizabeth – Noupoot Corridor

STATION NAMES	OFFICES	WAITING ROOM
Port Elizabeth	69 Offices	13 417.70
North End	15 offices	380.43
Coach Yard	38 offices	1040
New Brighton	1 ticket office	126.72
Sydenham	1 ticket office	90.23
Swartkops	10 offices	185.4
SAPS Swartkops	25 offices	650.88
Red House	1 ticket office 1 guardroom	372.75
Perseverance	1 ticket office, 1 guardroom	127.92
De Mist	1 ticket office, 1 guardroom	130
Uitenhage	15 offices	400
Cradock	4 Offices, 1 waiting room	375
FLEET		
Train Coaches	60	
Metrorail Fleet	3	



3. SPECIFICATION FOR PEST CONTROL AND FUMIGATION

3.1. Compulsory Chemical and Other Requirements

- SABS approved Chemicals and equipment.
- Chemicals used must conform to SANS specifications and standards.

3.2. Implementation And Management Requirements

- All personnel in the employment of the service provider must have visible photo identification properly attached to their uniforms.
- All personnel in the employment of the service provider should have adequate PPE as required by the OHS Act.
- All personnel in the employment of the service provider should fully perform their duties in accordance with PRASA
- Policies, procedures and conditions for continued service.
- Ensure that all personnel always maintain safety while performing duties in accordance with OHS Act and PRASA policies.
- All personnel in the employment of the service provider do not carry unauthorized personal equipment (e.g. firearms, chemical agents, knives, etc.).
- All personnel in the employment of the service provider neither use nor have in their possession's intoxicants and /or controlled substances on or near the job site.
- The use or possession of such intoxicants and/or controlled substances will result in the immediate permanent removal of an individual from the PRASA premises.
- The service provider shall submit MSDS for all chemicals prior to application.
- The service provider shall ensure that a visitor's register is signed at all stations.
- Any chemicals and related products supplied and used for the required purposes must comply with legislation and environmental standards.

3.3. Rodent control:

As a rule, rodent control inside and outside the buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and be in protected



areas to avoid being affected by routine cleaning and other operations. The service provider shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner. All bait boxes shall be maintained in accordance with relevant regulations, with an emphasis on safety. The service provider shall adhere to the following points:

- The lids of all bait boxes shall be securely locked or fastened shut.
- All bait boxes shall be securely attached or anchored to floor, ground wall, or other immovable surfaces, so that the box cannot be picked up or moved.
- Bait boxes should not be placed in runways or entryways.
- All bait boxes shall be labelled on the inside with the service provider's business name, address and dated by the service provider's technician at the time of installation and latest service.

3.4. Fumigation:

- The Service provider must provide and use products that are environmentally friendly.
- All products used must be approved with South African Bureau of Standards (SABS).
- The service provider must ensure that preventative measures are taken to prevent and eliminate insects, cockroaches, flies, fleas from nesting.
- The service provider is expected to also provide Ad hoc services for **removal of snakes, bees etc.**

3.5. COMPLIANCE WITH STATUTE

(a) The service providers shall comply strictly with health, safety and environmental requirements for cleaning of the railway tracks and platforms at the station. PRASA will provide training on the methodology of cleaning tracks to the successful bidder. The tracks and platforms shall only be cleaned during the off-peak period during weekdays, though this will not apply to weekends and public holidays

(b) The service providers shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to the below:

- Valid Compliance with COIDA (Compensation for Occupational Injuries and



Diseases Act 130 of 1993)

- The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
- The Labour Relations Act, 1995 (Act no 66 of 1995)
- The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- The National Environmental Management Act (Act no 107 of 1998)
- National Railway Safety Regulator Act (16/2002)
- Bargaining Council for cleaning industry

PRASA regards the following as major contravention with the Agreement and PRASA shall in such cases/circumstances penalize the service provider

- (a) Operational (that may impact on our stakeholders and may affect revenue generation)
- (b) Safety (non – compliance to National Railway Safety Regulations Act (16/2002)
- (c) Hygiene Standards (as prescribed in the agreement



SECTION 8

PRICING SCHEDULE

PRASA IS LOOKING TO APPOINT TWO CONTRACTORS FOR DIFFERENT CORRIDORS
 HOWEVER PRASA RESERVES THE TO APPOINT ONE CONTRACTOR FOR BOTH

3.6. East London – Burgersdorp Corridor Pest Control and Fumigation

East London –Burgersdorp Corridor Pest Control and Fumigation			
	Services Monthly Rate (Year 1)	Months	Total Year 1
East London	R	12	R
SAPS East London	R	12	R
Southernwood	R	12	R
Panmure station	R	12	R
Chiselhurst Station	R	12	R
Vincent Station	R	12	R
Cambridge Station	R	12	R
Highgate station	R	12	R
Dawn Station	R	12	R
Wilsonia Station	R	12	R
Mtsofso Station	R	12	R
Mdantsane Station	R	12	R
Mount Ruth Station	R	12	R
Mount Ruth SAPS	R	12	R
Egerton station	R	12	R
Fort Jackson Station	R	12	R
Berlin Station	R	12	R



King William's Twn	R	12	R
Stutterheim	R	12	R
Queenstown	R	12	R
Sterkstroom	R	12	R
Molteno	R	12	R
Burgersdorp	R	12	R
Metrorail fleet	R	12	R
Metro-Coaches	R	12	R
SMEYL Coaches	R	12	R
SUB TOTAL			R

1. East London – Nouport			
Duration	Annual pricing	Vat 15%	Total
Year 1	R	R	R
Year 2	R	R	R
Year 3	R	R	R
Total value (36 months)			R



3.7. Port Elizabeth – Cradock Corridor Including Mariska Student Accommodation

Port Elizabeth – Burgersdorp Corridor Pest Control and Fumigation (Including Mariska)			
	Services Monthly Rate (Year 1)	No. of Months	Total Year 1
Port Elizabeth	R	12	R
North End	R	12	R
Coach Yard	R	12	R
New Brighton	R	12	R
Sydenham	R	12	R
Swartkops	R	12	R
SAPS Swartkops	R	12	R
Red House	R	12	R
Perseverance	R	12	R
De Mist	R	12	R
Uitenhage	R	12	R
Cradock	R	12	R
Mariska	R	12	R
Train Coaches	R	12	R
Metrorail Fleet	R	12	R
SUB TOTAL			R



2. Port Elizabeth – Burgersdorp			
Duration	Annual pricing	Vat 15%	Total
Year 1	R	R	R
Year 2	R	R	R
Year 3	R	R	R
Total value (36 months)			R

IMPORTANT NOTE

The tender amounts provided must include **ALL COSTS** for Maintenance, Servicing and Repairs of Fire equipment. The tendered amount shall further include profit, mark up, overheads, tools, General worker and all necessary equipment needed to offer the services.

Service Provider undertakes to adhere to the National Minimum Wage Act 66 of 1995, and the latest relevant gazetted updated rates as amended and published from time to time in the Government Gazette, including the Minimum General worker rates of the BIBC (Building Industry Bargaining Council) as updated. These employment conditions are gazetted in the Collective Agreement by the minister of General Worker and as such becomes law, failure to adhere to this will result in termination and cancellation of contract.

NOTE: This is a As & When contract and therefore service providers are advised to factor in the escalations as per the statutory requirements for the following years