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Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

Private Bag X897 | VWL Building | 202 Madiba Street | Pretoria, 0001 |
Email: info@dsac.gov.za | Tel: 012 441 3000 | Fax: 012 441 3699

Private Bag X9015 | Room 1621 | 120 Plein Street | Cape Town, 8000 |
Email: info@dsac.gov.za | Tel: (021) 465 5620 | Fax: (021) 465 5624

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OFFICIAL SPECIFICATION FORM

Specification for:	PEST CONTROL SERVICES FOR THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA			
Directorate:	NARSSA			
Unit:	PRESERVATION MANAGEMENT SERVICES			
Was this service previously requested in this current financial year? If yes, please provide reasons why it is requested again on your memo to procure.	Yes		No	X
Departmental Assets	Yes		No	X
Item Description:				Quantity
The National Archives and Records Service of South Africa seeks to appoint a pest control service provider to provide pest control services at all its three facilities in Pretoria. The service will include fumigation treatment for crawling and flying insects that are harmful to archival records on paper, leather, parchment, vellum, cloth, plastic, polyester film, magnetic tapes, CDs DVD, vinyl records, glass, wood, photographic negatives, microfiche and microfilm.				
Please refer to the detailed Tasks Directive (Annexure A).				
The following facilities are included:				
National Archives and Records Service of South Africa (NARSSA), 24 Hamilton Street, Pretoria; National Film, Video and Sound Archive (NFVSA), 698 Stanza Bopape Street, Pretoria; Old State Library Building (OLB), 239 Madiba Street, Pretoria				
Requestor: Name (in print)	Signature			Date
Ms Granny Makhubela				
Director/ Delegate: Name (in print)	Signature			Date
Ms Khanyi Ngcobo				
Technical Enquiries: Name (in print)				



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Note: Department doesn't provide tools of trade to the service providers



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OFFICIAL SPECIFICATION FORM Annexure A

TASK DIRECTIVES:

PEST CONTROL SERVICES FOR THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA

CLIENT	DEPARTMENT OF SPORT, ARTS AND CULTURE
CONTACT PERSON	Ms Thulisile Lemekoana
CONTACT DETAILS	Tel : 0 1 2 4 4 1 3 5 5 4 Cell : 0 6 0 9 6 0 5 6 0 7 Email Address : thulisilel@dsac.gov.za
NAME OF SERVICE	PEST CONTROL SERVICES FOR THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA
DURATION OF SERVICE	1 October 2026 – 30 September 2029 (36 MONTHS)
ADDRESS WHERE SERVICE WILL BE RENDERED	- National Archives and Records Service of South Africa (NARSSA), 24 Hamilton Street, Pretoria; - National Film, Video and Sound Archive (NFVSA), 698 Stanza Bopape Street, Pretoria; - Old State Library Building (OLB), 239 Madiba Street, Pretoria
SIZE OF FACILITIES	PLEASE REFER TO ANNEXURE THE SIZES OF THE FACILITIES TO BE CATERED FOR.
PROCUREMENT PREFERENTIAL POINTS	80/20

Service providers are requested to quote according to the specifications. Late quotations will not be considered.

Item	Description of Work	Qty
1.	TREATMENT OF CRAWLING INSECTS	
1.1 Perimeter spray for crawling insects	Upon appointment the service provider must provide a treatment schedule which includes the methods, equipment, chemicals and health and safety issues pertaining to the treatments. Treatment for crawling insects must be in the form of chemical treatment and must be applied as a perimeter spray inside all	For all 3 Facilities as in Annexure A



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	facilities which include offices, storage facilities, laboratories and all other spaces listed in Annexure A. A treatment report must be provided for each treatment. The following list of crawling insects must be catered for: <table><tr><td>Cockroaches</td><td>Silverfish</td><td>Book lice</td><td>Woodlice</td></tr><tr><td>Termites (all types)</td><td>Carpet beetles</td><td>Furniture beetles</td><td>Wood weevils</td></tr><tr><td>Hide and leather beetles</td><td>Clothes moths</td><td>Biscuit (drugstore) beetles</td><td>Spider beetles</td></tr><tr><td>Fungus beetles and Plaster beetles</td><td></td><td></td><td></td></tr></table> In the event of an outbreak between services, the service provider must provide a once-off treatment as required and provide additional costing for such once off services. In the event of such a once-off service being required, only the quoted rates will be applicable and no variations will be allowed.	Cockroaches	Silverfish	Book lice	Woodlice	Termites (all types)	Carpet beetles	Furniture beetles	Wood weevils	Hide and leather beetles	Clothes moths	Biscuit (drugstore) beetles	Spider beetles	Fungus beetles and Plaster beetles				
Cockroaches	Silverfish	Book lice	Woodlice															
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Fungus beetles and Plaster beetles																		
2.	TREATMENT OF RODENTS SUCH AS RATS AND MICE																	
2.1 Rodent Bait Stations	Installation of interior and exterior rodent bait stations. Service provider must calculate the appropriate number of bait stations needed for both exterior and interior of the buildings. To determine the required quantities.	For all 3 Facilities as in Annexure A. Contractors are required to assess the facilities to determine how many bait stations are required per facility																
	Replenishment of rodent bait every three months																	
	Replacement of any damaged bait stations when required																	
	In the event of an outbreak between services, the service provider must provide a once-off treatment as required and provide additional costing for such once off services. In the event of such a once-off service being required, only the quoted rates will be applicable and no variations will be allowed.																	
3.	COMPLIANCE MATTERS																	





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3.1	All banned chemicals such as DDT, Methyl bromide and Hydrogen Cyanide must not be used in any of the facilities of the NARSSA.	For all 3 Facilities as in Annexure A
3.2	Spraying must only be limited to perimeter spray and no spraying will be done on entire floor areas unless this has been cleared with the DSAC Health and Safety Officer and the Project Manager	
3.3	- Any other treatment other than perimeter spray must be strongly motivated for, and proper advance notice must be given to allow DSAC to seek proper advice on the process and chemicals proposed. - No spraying will be done directly on archival records	
3.4	- No treatment shall be done while staff and clients are still in the buildings. - Buildings must be vacated by all staff / visitors before any treatment is conducted, except for staff supervising the service provider. - The treatment schedule mentioned in paragraph 3.3.2 must be adhered to and any changes from both the service provider and the DSAC must be communicated at least three weeks in advance. - Services that are conducted inside the buildings will be provided on Saturdays and only the outside treatments can be done during the week - All three facilities must be done on the same day; therefore, adequate resources must be provided to cater for these facilities.	
3.5	Communication channels must be established once the appointment of the service provider is done and these channels must be adhered to. No arrangements made outside these communication channels will be entertained.	
3.6	Service provider and his/her personnel will be subjected to security and safety briefing, and all security and safety requirements must be met and all prescripts must be adhered to.	
3.7	Service provider must provide written guidelines on matters such as: - personal health and safety for DSAC staff / representatives accompanying the service provider during treatment - post-treatment cleaning.	
4.	Mandatory requirements	
4.1	Bidders must submit a valid Pest Control Operator (PCO)	





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	license or structural pest control registration certificate issued by the Department of Agriculture. Failure to submit certified copies of this mandatory compliance documentation at the closing date and time will result in the quotation being declared non-responsive and disqualified.	
5.	SUPERVISOR	
5.1	The service provider shall provide a Supervisor to be present during	1 supervisor

	treatment to ensure compliance with the requirements of this document and other health and safety matters.	
5.2	NARSSA will provide a Supervisor for each facility who will ensure that all services are carried out correctly, and in line with these specifications.	1 supervisor per facility
6.	UNIFORMS AND PROTECTIVE CLOTHING	
6.1	All technicians servicing the facilities must wear identifiable and appropriate protective gear. Contractor must ensure his/her personnel must observe social distancing when servicing NARSSA facilities.	For all technician servicing the facilities
6.2	The contractor must provide all appropriate personal protective gear such as respirators, gloves and goggles to the NARSSA personnel / representatives accompanying and escorting the technicians. Provision must be made for six officials at 24 Hamilton Street, four officials at NFVSA (Stanza Bopape Street) and four officials at the Old Library Building. All NARSSA personnel receiving PPE must sign for these as proof that they have received them.	
7.	FINANCIAL ARRANGEMENTS	
7.1	Kindly take note that the department will not pay 50% upfront, however the department will issue an order after appointment.	
7.2	Payments will be made after each service. Invoices must be submitted immediately after each service and the signed job card must be attached to the invoice.	





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7.3	A job card must be submitted for each facility and must be signed by the relevant project manager of the NARSSA.	
8.	SECURITY	
8.1	Potential service providers must include the following information with their quotation for security screening purposes: - Name of the Company - Name of Directors/Owners/Shareholders	
8.2	Acceptance of this appointment is subject to the condition that both the contracting company and its personnel providing the service will	
	be required to maintain a high level of confidentiality when dealing with any official information for the NARSSA.	
8.3	Obtaining a positive recommendation is the responsibility of the contracting company concerned. If the principal contractor appoints a sub-contractor, the same provisions and measures will apply to the subcontractor.	
8.4	Acceptance of the appointment is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require	
9.	SITE VISIT	
	A compulsory site inspection must be attended by all prospective bidders in order to determine the size of the facilities to be serviced. Proof of attendance of the site visit must be attached with the quotation documentation. Failure to submit proof that the compulsory site visit was attended will result in automatic disqualification.	
10.	ENQUIRIES	
	All enquiries can be directed to Thulisile Lemekoana	

Requestor: Name (in print)	Signature	Date
Thulisile Lemekoana		
Director/ Delegate: Name (in print)	Signature	Date
Ms Khanyi Ngcobo		



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