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**APPOINTMENT OF SUITABLY QUALIFIED PEST  
CONTROL, FUMIGATION SERVICE PROVIDERS AND A  
ONCE-OFF SUPPLY AND INSTALLATION OF BAIT  
STATIONS FOR FREE STATE PROVINCIAL  
GOVERNMENT AND PRIVATELY OWNED PROPERTIES  
FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

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**BID NUMBER : DPWFS (T)002 /2023**

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**ADVERT DATE:**

14<sup>th</sup> July 2023

**CLOSING DATE AND TIME:**

14<sup>th</sup> August 2023 AT 11:00 AM

**VALIDITY PERIOD OF THE PROPOSAL:**

90 DAYS

**ENQUIRIES**

**BIDDING PROCESS:** Mr Mosiuoa Kolobe @ 051 492 3886 /1750 or [kolobem@fsworks.gov.za](mailto:kolobem@fsworks.gov.za)

**TECHNICAL:** Ms Motibi Ralikontsane @ 051 492 3798 or [ralikontsanem@fsworks.gov.za](mailto:ralikontsanem@fsworks.gov.za)

**NB: All enquiries should preferably be made in writing to the officials mentioned above.**

CONTRACT NO: DPWFS (T) 002/2023  
DESCRIPTION: QUALIFIED SERVICE PROVIDERS FOR PEST CONTROL AND FUMIGATION AND A ONCE-OFF SUPPLY AND INSTALLATION OF BAIT STATIONS FOR FREE STATE PROVINCIAL GOVERNMENT AND PRIVATELY OWNED PROPERTIES.



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Department of  
Public Works & Infrastructure  
Free State Province

## **PUBLIC NOTICE**

### **INVITATION TO TENDER**

**BID NUMBER: DPWFS RFP 002 /2023**

**APPOINTMENT OF SUITABLY QUALIFIED PEST CONTROL AND FUMIGATION SERVICE PROVIDERS AND A ONCE-OFF SUPPLY AND INSTALLATION OF BAIT STATIONS FOR FREE STATE PROVINCIAL GOVERNMENT AND PRIVATELY OWNED PROPERTIES FOR A PERIOD OF THIRTY SIX (36) MONTHS.**

#### **COLLECTION OF TENDER DOCUMENTS**

- Bid documents will be available from **14<sup>th</sup> July 2023** from 08h00 to 15h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R342.00 is payable in cash (please bring the exact amount) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

Tenders must be deposited in the tender box situated on the Entrance Foyer, OR Tambo house, No153 St Andrews Street, tender document(s) must be **submitted** by no later than **11:00 am** on **14<sup>th</sup> August 2023**.

Each tender must be submitted in a separate, clearly marked sealed envelope into the Department of Public Works and Infrastructure tender box situated at the Main entrance foyer, OR Tambo House, Cnr. Markgraaff Street and St Andrews Street, Bloemfontein:

- Please note that tenders, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant tender box and / or are deposited after the closing date and time, will not be considered.  
**Faxed tenders will not be considered.**

The Department is not bound to accept any tender and reserves the right to accept any tender in whole or in part.

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## **SECTION 1:**

### **RETURNABLE DOCUMENTS**



## 1. EVALUATION CRITERIA

Phase:	Details:
Stage 1	<b>Mandatory requirement</b> - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	<b>Functionality Evaluation - evaluation of functionality-</b> bidders who fail to obtain a minimum 71 points out of 95 points for functionality as set out below will not be considered for appointment on the panel.
Stage 3	<b>Evaluation on price and preference</b> - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

## REASONS FOR DISQUALIFICATION

1. The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:
  - a. Bidders who's tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
  - b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
  - c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
  - d. Bidders who received information not available to other bidders through fraudulent means.

### 1.1 Stage 1 (a) - Mandatory requirements

The following mandatory requirements will be applicable for this contract.

**Note:** Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 1.1.1 Tenderer must provide the unique security pin issued by the South African Revenue Services on the closing of this bid.
- 1.1.2 Tenderer must be registered and active on the Central Supplier Database before the date of closing of this bid. A valid CSD master registration number must be provided to that effect.
  - a. Where a consortia, partnership including an unincorporated partnership or joint venture (JV) is submitting a bid, the bidding entity must be registered on the CSD within 15 days after the advert closes.
- 1.1.3 Tenders must attach Compliance Certificates:
  - a. Company Registered with the South African Pest Control Association (SAPCA)
  - b. Owner to produce a Pest Control Officer Certificate showing a statement of completion of Structural Pest Control Certificate (P Certificate) obtained from Department of Agriculture, Land Reform and Rural Development, Department of Land Reform according to Act NO. 36 Of 1947
  - c. Valid letter of good standing Registered with the Department of Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No 130 of 1993).



- 1.1.4 Attach availability of certified Pest Control Operators with valid certificates during the service
- 1.1.5 Duly signed and completed SBD documents (SBD 1, SBD 3.3 and SBD 4)
- 1.1.6 Duly signed and completed Annexure A - Record of Addenda to tender documents.
- 1.1.7 Duly signed and completed Annexure B - Propose amendments and qualifications.
- 1.1.8 Complete and sign the Annual Financial Statements Declaration (Attach the income statement and the balance sheet as support for the declaration) attached to the bid document.
- 1.1.9 Bidders must register as an employer with the Compensation Commissioner.
- 1.1.10 The Bidder should provide the department with a Permit to render Pest Control and fumigation services and to utilize Pest Control Operators (PCOs) with Valid Certificates.
- 1.1.11 All documents must be completed in writing with black ink (black pen).

## 1.2 Stage 1 (b): Non-Mandatory requirement

- 1.2.1 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.2.2 Duly signed and completed SBD 6.1- Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.2.3 Completed and signed schedule of tender's schedule of experience.
- 1.2.4 Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).

## 1.3 Stage 2 – Functionality Evaluation

- 1.3.1. Each bidder must obtain a minimum of **71** points out of **95** points for functionality in order to qualify for evaluation on price and preference using the 80/20 preference points systems.
- 1.3.2. The functionality criteria will be assessed as follows:

CRITERIA	GUIDELINE FOR CRITERIA	SCORE
<b>Comprehensive proposed methodology and approach</b>	<p>The Service Provider must provide previous work performed which confirms that the Bidder performed in accordance with the Specification, Standard and Health and Safety requirements of the employer.</p> <p>Attach appointment Letters; applicable/original/certified Letters of Reference in the company logo of the employer and signed by the Authorised person for projects in the last five (5) years.</p> <p>Number of projects for which similar services were rendered:</p> <ul style="list-style-type: none"> <li>• 5 projects and more = 30 points</li> <li>• 4 projects = 25 points</li> <li>• 3 projects = 20 points</li> <li>• 2 projects = 15 points</li> <li>• 1 Project = 10 points</li> </ul> <p>Supporting documents required to support the claims above (Only appointment letter/s and completion certificate/s for projects above</p>	<b>30</b>



	R100 000.00 must be submitted as proof to support claims made above).	
Comprehensive proposed methodology and approach	The bidder must comply with the Occupational, Health and Safety Act. <b><i>The proposed methodology will be scored using the rating scale below.</i></b>	40
	OHS Plan must consist of:	
	• Provide OHS Plan which includes Policy	
	• Scope of Works /Safe Works Procedure	
	• Personal Protective Equipment (PPE) procedure	
	• Injury on Duty (IOD) procedure	
	Finances	10
	• Cash flow projections aligned with the programme.	
	• Confirmation of the availability of cash flow for the first three months of the project.	
	• Analysis of the Annual Financial Statements Declaration and its supporting documents.	
The Bidder must have the capacity in terms of the necessary equipment to be utilized to render the required service effectively.	<p>The bidder is required to provide the following information: Details of the vehicle owned by the bidder i.e. types of vehicle, quantity of vehicles, proof of ownership for vehicles. or A copy of the lease/ rental agreement (minimum 36 months) for the vehicle if not owned by the bidder. The agreement should clearly indicate the types of vehicles and quantities. and Pest Control Equipment (for various pest control services).</p> <ul style="list-style-type: none"> <li>Vehicle</li> <li>Pest Control Equipment (e.g. gun applicator, syringe gel applicator, stainless steel pump, thermo forger, plastic backpack pump, drill/termite drill compressor machine) <ul style="list-style-type: none"> <li>2 or more vehicles plus all necessary equipment = 15 points</li> <li>1 vehicle plus all necessary equipment = 10 points</li> <li>0 vehicles plus All the necessary equipment = 5 points</li> </ul> </li> </ul>	15
TOTAL		95



Rating scale that bid evaluation committee members will use:

Rating	Definition	Scoring
Excellent	<b>Exceeds</b> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, will supporting evidence.	<b>30</b>
Very Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>25</b>
Good	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	<b>20</b>
Average	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>15</b>
Poor	Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>10</b>
No plan	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability , understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting documents.	<b>0</b>

#### 1.4 Stage three (03) – Preference Point System

- 1.4.1 The Department is committed to achieving the government's objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE Act and the Preferential Procurement Regulations of 2022.
- 1.4.2 The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.4.3 The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.





1.4.4 The points for preference will be allocated to bidders in accordance with the following specific goals.

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific goals	20
Total points for Price and SPECIFIC GOALS	100

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

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

- b. Allocation of points in terms of the 80/20 preference point system.

**Where**

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

- c. 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

Table 2:

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)
Free State-Based Companies	8	
Gender: Women ownership 100%	6	
People living with Disability	2	
Race: Black ownership 100%	4	
<b>Total Points Claimed out -</b>	<b>20</b>	

- d. Claiming of preference points for Specific goals:

- i) Bidders will be required to submit CIPC and FICA-approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State Based Companies.

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- ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goals on Gender: Women ownership 100%.
- iii) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goals on People living with disability.
- iv) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: Black ownership 100%.
- v) 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.
- vi) 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.
- vii) **Objective criteria to be implemented**

A contract may, on reasonable and justifiable grounds be awarded to a bidder that did not score the highest number of points on price and preference provided such bidder sub-contracts 15% of the bid to an EME or QSE which is at least 51% owned by black people.

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## 1.5 Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.5.1 Resolution of Board of Directors
- 1.5.2 Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 1.5.3 Special Resolution of Consortia or Joint Ventures.
- 1.5.4 All returnable documents indicated under Evaluation criteria.
- 1.5.5 Provide a tax status compliance pin issued by SARS.
- 1.5.6 Valid Proof of Registration on the National Treasury's Central Supplier's Database must be accompanying this bid.
- 1.5.7 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.5.8 Attach a valid UIF Certificate of Compliance (Certified copy)
- 1.5.9 Duly Signed and Completed SBD 1 – Invitation to Tender.
- 1.5.10 Duly Signed and Completed SBD 3.3 – Pricing Schedule (Professional Service).
- 1.5.11 Duly Signed and Completed SBD 4 – Bidders Disclosure
- 1.5.12 Duly Signed and Completed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.5.13 Duly signed and completed Annexure A - Record of Addenda to tender documents.
- 1.5.14 Duly signed and completed Annexure B - Propose amendments and qualifications.
- 1.5.15 Completed and signed schedule of tender's schedule of experience.
- 1.5.16 Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification)
- 1.5.17 Annual Financial Statements Declaration form.
- 1.5.18 A valid letter of good standing issued by the Department of Labour.

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### LIST OF RETURNABLE DOCUMENTS

#### 1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	2 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 3.3: Pricing Schedule (Professional Services)	5 Pages	<input type="checkbox"/>
SBD 4: Bidder's Disclosure	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	5 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration).	1 Page	<input type="checkbox"/>
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	5 Pages	<input type="checkbox"/>
Schedule of Proposed Subcontractors	3 Pages	<input type="checkbox"/>
Schedule of equipment offered	1 Page	<input type="checkbox"/>

Name of Bidder	Signature	Date

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## RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_(place)

on \_\_\_\_\_(date)

### RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
(project description as per Tender Document)

Tender Number: \_\_\_\_\_(Tender Number as per Tender Document)

- 2 \*Mr/Mrs/Ms:

\_\_\_\_\_ in \*his/her Capacity as: \_\_\_\_\_(Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

### Note:

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners

### ENTERPRISE STAMP

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## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURE

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

held at \_\_\_\_\_ (place) on

(date) **RESOLVED that:**

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_  
\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(code) \_\_\_\_\_

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Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(code)\_\_\_\_\_

Telephone number (code): \_\_\_\_\_

Fax number (code): \_\_\_\_\_

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	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

- \* Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
- Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



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SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURE

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)

1

2

3

4

5

6

7

8

Held at \_\_\_\_\_(place)

on \_\_\_\_\_(date)

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**RESOLVED that:**

**A.** The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

\_\_\_\_\_

(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

**B.** Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

**C.** The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

**D.** The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

**E.** Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

**F.** No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

**G.** The Enterprises choose as the domicilium citandi et executandi of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code) \_\_\_\_\_

Postal Address:

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\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number (code): \_\_\_\_\_

**CONTRACT NO:** DPWFS (T) 002/2023  
**DESCRIPTION:** SERVICE PROVIDERS OF PEST CONTROL AND FUMIGATION AND A ONCE-OFF SUPPLY AND INSTALLATION OF BAIT STATIONS SERVICE PROVIDERS FOR FREE STATE PROVINCIAL GOVERNMENT AND PRIVATELY OWNED PROPERTIES



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**SBD 1**

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>							
BID NUMBER:	DPWFS T 002/2023	CLOSING DATE:	14 <sup>th</sup> August 2023	CLOSING TIME:	11:00		
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED PEST CONTROL AND FUMIGATION SERVICE PROVIDERS AND A ONCE-OFF SUPPLY AND INSTALLATION OF BAIT STATIONS FOR FREE STATE PROVINCIAL GOVERNMENT AND PRIVATELY OWNED PROPERTIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
Ground Floor (Main Entrance Foyer)							
O.R Tambo House (Lebohang Building);							
Cnr. Markgraaff and St Andrews Street,							
Bloemfontein, 9301							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Ms Mosiuoa Kolobe			CONTACT PERSON	Ms Motibi Ralikontsane		
TELEPHONE NUMBER	051 492 1750/3886			TELEPHONE NUMBER	051 410 7542		
FACSIMILE NUMBER	n/a			FACSIMILE NUMBER	n/a		
E-MAIL ADDRESS	kolobem@fsworks.gov.za			E-MAIL ADDRESS	ralikontsanem@fsworks.gov.za		
<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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<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			
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.							

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**SBD 1**

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

**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: .....

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**SBD 3.3**

## **PRICING SCHEDULE**

### **IMPORTANT PRICING INFORMATION:**

- a) Pricing will be based on how the price is determined in terms of the size of the property, the chemical used and the type of pest control / fumigation requested.
- b) Bidder to include price escalation per annum;
- c) Service Provider to replace Expired Certificates or introduce new Pest Control Officer (PCO) on time.
- d) Service Provider to submit bid documents and tender in groups as indicated below:

#### **i. GROUP 01: ALL PROPERTIES IN MOTHEO INCLUDING PRESTIGE ACCOMMODATION AND XHARIEP REGIONS**

Fidel Castro building, OR Tambo House, NALN, Salga Building, Old Sanlam Building, CIDB PWI, Medfotein PWI, MANCOFS, Lemo Mall, Hamilton, Thab Nchu Works, Ratlou Complex, 10 MPL Houses, Lapa, Free State House, 12 Members' Houses, Trompsburg Office PWI, Newly Acquired Offices and Houses, Once off service for renovated properties before hand-over

#### **ii. GROUP 02: ALL PROPERTIES IN THABO MOFUTSANYANE REGION**

QwaQwa Housekeeping and Works Office, Harrismith Shared Facility, Bethlehem Shared Facility, Newly Acquired Offices and Houses, Once off service for renovated properties before hand-over.

#### **iii. GROUP 03: ALL PROPERTIES IN LEJWELEPUTSWA AND FEZILE DABI REGIONS**

Welkom Kopano Works, Welkom Kopano Human Settlement, Boitumelo Junction, Kroonstad Worsk (Botha Street) Kroonstad Works (Orange Street) Kroonstad Human Settlement (Stasie Street) Voortrekker Hospital, Mora Building in Sasolburg, Parys Office (Stadium), Newly Acquired Offices and Houses, Once off service for renovated properties before hand-over.

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e) Quotes based on the following square meters:

**GROUP 01: ALL PROPERTIES IN MOTHEO INCLUDING PRESTIGE ACCOMMODATION AND XHARIEP REGIONS**

No.	Name of building	Size per m <sup>2</sup>	Prize per m <sup>2</sup> for 1 <sup>st</sup> Year	Escalation % for 2 <sup>nd</sup> Year	Escalation % for 3 <sup>rd</sup> Year
1	Fidel Castro building: 26 floors with 27239m <sup>2</sup>	1	R	R	R
2	OR Tambo House and NALN: 14 floors with 32287m <sup>2</sup>	1	R	R	R
3	Salga Building PWI: 3 floors with 1500m <sup>2</sup>	1	R	R	R
4	Old Sanlam Building: 3 floors with 2066m <sup>2</sup>		R	R	R
5	CIDB PWI: 1 floor with 300 m <sup>2</sup>	1	R	R	R
6	Medfontein PWI: 1 floor with 300 m <sup>2</sup>	1	R	R	R
7	Lemo Mall: 2 floors with 2517 m <sup>2</sup>	1	R	R	R
8	MANCOFS 1 floors with 928m <sup>2</sup>	1	R	R	R
9	Hamilton PWI: 2 floors with 2700 m <sup>2</sup>	1	R	R	R
10	Thaba Nchu Works: 1 floor with 1545m <sup>2</sup>	1	R	R	R
11	Ratlou Complex: 1 floor with 2116m <sup>2</sup>	1	R	R	R
12	Trompsburg PWI: 1 floor with 328m <sup>2</sup>	1	R	R	R
13	Harrismith & Happy Valley area: 2 floors with 1446,79m <sup>2</sup>	1	R	R	R
14	House No. 1, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
15	House No. 2, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
16	House No. 3, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
17	House No. 4, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
18	House No. 5, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
19	House No. 6, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
20	House No. 7, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
21	House No. 8, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
22	House No. 9, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
23	House No. 10, 1 floor with 146,05m <sup>2</sup>	1	R	R	R
24	LAPA, 1 floor with 28,67m <sup>2</sup>	1	R	R	R
25	Eland 99, 1 floor with 162,61m <sup>2</sup>	1	R	R	R
26	Eland 25, 1 floor with 307,57m <sup>2</sup>	1	R	R	R
27	Holtzhuizen, 1 floor with 273,4m <sup>2</sup>	1	R	R	R
28	Van Zyl, 1 floor with 345,405m <sup>2</sup>	1	R	R	R
29	Paul Kruger, 1 floor with 330,665m <sup>2</sup>	1	R	R	R
30	Scholtz, 2 floors with 521,085m <sup>2</sup>	1	R	R	R
31	Lyle, 1 floor with 151,97m <sup>2</sup>	1	R	R	R
32	Oscar Hoexter, 1 floor with 451,845m <sup>2</sup> 416,895m <sup>2</sup>	1	R	R	R
33	Ben Tindal, 1 floor with 553,27m <sup>2</sup>	1	R	R	R
34	Frank Smuts, 1 floor with 714,24m <sup>2</sup>	1	R	R	R
35	Zeus, 1 floor with 436,60m <sup>2</sup>	1	R	R	R

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36	Webb, 1 floor with 127,485m <sup>2</sup>	1	R	R	R
37	Waverly, 1 floor with 151,97m <sup>2</sup>	1	R	R	R
38	Jackaalsdraai 1 floor		R	R	R
	<b>SUB – TOTAL OF THE RATES</b>		R	R	R
	<b>15% VAT</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL FOR YEAR (1, 2 &amp; 3)</b>		R	R	R

**GROUP 02: ALL PROPERTIES IN THABO MOFUTSANYANE REGION**

No.	Name of building	Size per m <sup>2</sup>	Prize per m <sup>2</sup> for 1 <sup>st</sup> Year	Escalation % for 2 <sup>nd</sup> Year	Escalation % for 3 <sup>rd</sup> Year
1.	QwaQwa Housekeeping and Works Office 1 floor with 6258m <sup>2</sup>	1	R	R	R
2.	Harrismith Shared Facility 2 floors 3594m <sup>2</sup>	1	R	R	R
3.	Bethlehem Shared Facility , 2 floors with 12601m <sup>2</sup>	1	R	R	R
	<b>SUB – TOTAL OF THE RATES</b>		R	R	R
	<b>15% VAT</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>		R	R	R



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	TOTAL FOR YEAR (1, 2 & 3)		R	R	R
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**GROUP 03: ALL PROPERTIES IN LEJWELEPUTSWA AND FEZILE DABI REGIONS**

No.	Name of building	Size per m <sup>2</sup>	Prize per m <sup>2</sup> for 1 <sup>st</sup> Year	Escalation % for 2 <sup>nd</sup> Year	Escalation % for 3 <sup>rd</sup> Year
1.	Welkom Kopano Works, 1 floor with 10425m <sup>2</sup>	1	R	R	R
2.	Welkom Kopano Human Settlement, 1 floor with 3023m <sup>2</sup>	1	R	R	R
3.	Boitumelo Junction, 1 floor with 1400m <sup>2</sup>	1	R	R	R
4.	Kroonstad Works (Orange Str.) 1 floor with 656m <sup>2</sup>	1	R	R	R
5.	Kroonstad Works (Botha Str.) 1 floor with 616m <sup>2</sup>	1	R	R	R
6.	Kroonstad Human Settlement, 2 floors with 700m <sup>2</sup>	1	R	R	R
7.	Voortrekker Hospital, 1 floor with 150m <sup>2</sup>	1	R	R	R
8.	Mora Building (Sasolburg) 2 floor with 765m <sup>2</sup>	1	R	R	R
9.	Parys Stadium PWI, 1 floor with 2516m <sup>2</sup>	1	R	R	R
	<b>SUB – TOTAL OF THE RATES</b>		R	R	R
	<b>15% VAT</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>		R	R	R
	<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>		R	R	R
	<b>TOTAL FOR YEAR (1, 2 &amp; 3)</b>		R	R	R

**Group 04: ONCE OFF QUOTATION FOR BAIT STATIONS INSTALLATION.**

No.	Name of building	QTY.	Price / item	total
1	Bait Station	1	R	R
			VAT 15%	R
			GRAND TOTAL	R

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**SBD 4**

## **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. BIDDERS'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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<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.

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#### **SBD 4**

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 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.

<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.

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- 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 COMBATING ABUSE IN THE  
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
.....  
Position

.....  
Date  
.....  
Name of bidder

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SBD 6.1

## 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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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

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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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

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### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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.)***

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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)
Free State-Based Companies	8	
Gender: Women ownership 100%	6	
People living with Disability	2	
Race: Black ownership 100%	4	
<b>Total Points Claimed out -</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;



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- 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.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....  
DATE: .....  
ADDRESS: .....  
.....  
.....  
.....

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**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature .....

Date .....

Name .....

Position .....

Tenderer .....

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#### Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature ..... Date .....

Name ..... Position .....

Tenderer .....

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### Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
  - ☐ internally ☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
  - ☐ enterprise has had its financial statements audited;  
name of auditor .....
  - ☐ enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....
  - ☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.  

*[Attach the income statement and the balance sheet contained in the financial statement]*
- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

.....

.....

Name

Position

.....

.....

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*Tenderer* .....

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**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS OF PEST CONTROL AND FUMIGATION AND A ONCE OFF SUPPLY AND INSTALLATION OF BAIT STATIONS FOR FREE STATE PROVINCIAL GOVERNMENT AND PRIVATELY OWNED PROPERTIES FOR A PERIOD OF THIRTY SIX (36) MONTHS.		
Contract no:	DPWFS (T) 002/2023	Closing date:	14 August 2023
Advertising date:	14 July 2023	Validity period:	90 days

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.*

**2. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

2.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
4						
5						
6						
7						
8						
9						
10						
11						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
12						

Name of Tenderer	Signature	Date

2.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						



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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
4						
5						
6						
7						
8						
9						
10						

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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11						
12						

Name of Tenderer	Signature	Date

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### Schedule of Proposed Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the Names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there Are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of Work	Previous experience of the Subcontractor.	Indicate the value of work to be sub-contracted as % of Total Value of the contract	BEE Contributor Level of the subcontractor
1.					
2.					
3.					
4.					
5.					

Signature.....

Date.....

Name.....

Position.....

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**Declaration Form for Sub-contracting:**

**Schedule of Proposed Subcontracting to Free State based Companies per district**

We ....., hereby commit to sub – contract .....% of  
our tendered contract value to (Free State based EME or QSE companies.

**Subcontracting as a condition for objective criteria:**

- An EME or QSE which is 51% owned by black people.

Signature.....

Date.....

Name.....

Position.....

Tenderer .....

**NB: Failure to complete and sign this declaration will result in automatic disqualification.**

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## SCHEDULE OF PLANT AND EQUIPMENT

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The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

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## **SECTION 2:**

### **TERMS OF REFERENCE**

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## TERMS OF REFERENCE

### 1. THE SCOPE OF WORKS FOR THE IDENTIFIED AND APPOINTMENT OF SERVICE PROVIDER WILL BE TO RENDER THE FOLLOWING SERVICES:

The Department of Public Works & Infrastructure is inviting professional panel of pest control services to tender for its buildings for the following:

- 1.1. To render Pest Control / Fumigation service **every second month** and **as and when required to eliminate infestation** of cockroaches, ants, termites, bats, mice, rats, spiders, wasps, bird lice, bed bugs, fleas, flies, critters, snails, millipede centipede, scorpions, army worms, locusts and any crawling or flying insects; **removal of** bird nests, bees, snakes and trapped stray animals as well as **place bait stations around buildings**, at basement areas as well as inside ceilings and **treatment of mold**.
- 1.2. Carry out Pest Control Services during **working hours** using eco-friendly chemicals that has no effect on the environment to be able to services all the areas without disrupting Service Delivery.
- 1.3. To be available 24 hours for any **emergency** that might arise in the office buildings or at Prestige Accommodation.
- 1.4. Identify pest infestation and specific pest species and the treatment thereof to **eliminate future infestation**. To report any structural default that might be the cause of infestation.
- 1.5. Preventative measures should be taken to prevent birds, bees, bats, wasps from **re-nesting** using SABS and or SAPCA approved chemicals.
- 1.6. Supply and install **bait rodent stations** as a once off service and be placed on the interior and exterior and parking lots of the buildings where infestation is identified. Identify all **trouble spots** and make proper intervention to resolve problems. Service reports to be handed to the client.
- 1.7. Service provider to provide the Department with a **work schedule** containing a clear milestones aligned to a specific calendar date which work schedule shall clearly specify the frequency of the treatment to be carried out under agreement.
- 1.8. To provide the DPWI with **Material Safety Data Sheet (MSDS)** for each chemical to be utilized which includes trade name, percentage of all active ingredients, registration number, and type of treatment, area as well as application method.
- 1.9. Service provider to furnish the department with **Standard Operating Procedures (SOP)** regarding their equipment, tools, applicators, devices and supplies to be utilized for pest control and fumigation (e.g. gun applicator, syringe gel applicator, stainless steel pump, backpack pumper, thermo fogger, drill / termite drill compressor machine)



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- 1.10. Departmental monitoring tool and service slips of the service provider to be maintained by both the Department and the service provider on the day of service. Example of Monitoring Tool for Pest Control Service is hereunder attached.

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**FACILITY OPERATIONS: OPERATIONAL PROPERTY AND HOUSEKEEPING**

**MONITORING TOOL: PEST CONTROL SERVICE BY:** \_\_\_\_\_

**BUILDING: FIDEL CASTRO BUILDING**

**DATE:** \_\_\_\_\_

FLOOR	PEST CONTROL NOT DONE / LOCKED OFFICES												
25													
24													
23													
22													
21													
20													
19													
18													
17													
16													
15													
14													
13													
12													
11													
10													
9													
8													
7													
6													
5													
4													
2													
1													
G/M													
B													
P													

<b>INSTITUTION</b> <b>SIGNATURE</b> <b>SURNAME &amp; INITIALS</b> <b>DATE</b>	Public Works & Infrastructure	<b>SERVICE PROVIDER</b>    
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- 1.11. To utilize the following pesticides and their methods of application that complies with Department of Agriculture Act 36 of 1947 as well as with Department of Environmental Affairs.

No	Product Name	Active Ingredient	Identification	L-No.	To be used
1	Temprid SC	Imidacloprid/beta-cyfluthrin	Insecticides	L9853	
2	Rodenthor Paste	Brodificoam	Rodenticides	L8387	
3	Advion Cockroach Gel Bait	Indoxacarb	Gel Bait	L8424	
4	Maxforce Quantum	Imidacloprid	Gel Bait	L8460	

## 2. DELIVERABLES

- 2.1. To carry out pest control and fumigation services **every second month** and **as and when required** to **eliminate infestation** of cockroaches, ants, termites, bats, mice, rats, spiders, wasps, bird lice, bed bugs, fleas, flies, critters, snails, millipede centipede, scorpions, army worms, locusts and any crawling or flying insects; **removal of** bird nests, bees, snakes and trapped stray animals as well as **place bait stations around buildings**, at basement areas as well as inside ceilings and **treatment of mold**.
- 2.2. To utilize eco-friendly (green) poison / chemicals and not harmful to the environment in order to carry out Pest Control Services during office hours to avoid service delivery disruptions. **To safeguard the Health and Safety of people and animals in the property against any perils of using pesticides or any other method of elimination of pest used.**
- 2.3. To utilize the following pesticides and their methods of application that complies with Department of Agriculture Act 36 of 1947 as well as with Department of Environmental Affairs.

No	Product Name	Active Ingredient	Identification	L-No.	To be used
1	Temprid SC	Imidacloprid/beta-cyfluthrin	Insecticides	L9853	
2	Rodenthor Paste	Brodificoam	Rodenticides	L8387	
3	Advion Cockroach Gel Bait	Indoxacarb	Gel Bait	L8424	
4	Maxforce Quantum	Imidacloprid	Gel Bait	L8460	

- 2.5. To provide the DPWI with Material Safety Data Sheet (MSDS) for each chemical to be utilized which includes trade name, percentage of all active ingredients, registration number, and type of treatment, area as well as application method. All Pesticides to be utilized for the elimination of pests shall be those approved by the South African Pest Control Association (SAPCA) or South African Bureau of Standard (SABS).

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- 2.6. Service provider to furnish the department with Standard Operating Procedures (SOP) regarding their equipment, tools, applicators, devices and supplies to be utilized for pest control and fumigation.
- 2.7. Service provider to furnish the Department with a work schedule containing a clear milestones aligned to a specific calendar dates and time which work schedule shall clearly specify the frequency of the treatment to be carried out under.
- 2.8. Servicing staff should always be able to be identified with uniform and a company logo during every servicing they do. PPE suitable for work undertaken – Special condition.
- 2.9. Servicing team to report at the Housekeeping Office before servicing to be accompanied by the Housekeeping official.
- 2.10. Service team to avail their valid Pest Control Certificates whenever they render services.
- 2.11. *Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.*
- 2.12. *Each bid, once submitted, constitutes a binding and irrevocable offer to provide the goods on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.*
- 2.13. *The Department may, for any reason and at any time during the evaluation process, request any bidder to supply further information and/or documentation for clarity reasons.*
- 2.14. All bidders are to be advised further on the following:
  - a. *Always contact Housekeeping Unit of the Department to verify and confirm the expectations for each RFQ they receive before submitting a response.*
  - b. *The final rates and/or price be negotiated with service providers who about the highest number of points for evaluation on price and preference above.*
  - c. *The appointment of the successful service provider/s will be subject to the recommended service providers receiving appointment letter/s and entering into a Service Level Agreement (SLA) with the Department. These service level agreement will govern all rights and obligations between the Department and the appointed service provider/s.*

**CONTRACT NO:** DPWFS (T) 002/2023  
**DESCRIPTION:** SERVICE PROVIDERS OF PEST CONTROL AND FUMIGATION  
AND A ONCE-OFF SUPPLY AND INSTALLATION OF BAIT  
STATIONS SERVICE PROVIDERS FOR FREE STATE  
PROVINCIAL GOVERNMENT AND PRIVATELY OWNED  
PROPERTIES



**public works &  
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Department of  
Public Works & Infrastructure  
Free State Province

### **3. SUB-CONTRACTING**

- 3.1.** The successful bidder(s) is expected to inform the department of the sub-contracting arrangements and access to the sub-contracted entities for purposes of quality, compliance check, security and tax.

### **4. SPECIAL CONDITIONS OF THE BID**

- 4.1.** Any shortcoming in this specification must be identified by the bidder prior to awarding of contract. Any shortcoming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier.
- 4.2.** The Departments commits to settling any monies due to the service provider with thirty (30) days of receiving a legitimate and genuine invoice/s for the services rendered.
- 4.3.** The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
- 4.4.** An appointment letter or reference letter should be attached and should be in the name of the service provider who will be conducting the service to show that the disinfection was previously conducted. No attachment will lead to a disqualification.
- 4.5.** Company to provide department with valid permit / certificates to render Pest Control and Fumigation services and to include the appropriate equipment to be utilized.
- 4.6.** The General Conditions of Contract will be applicable for these bid.
- 4.7.** Documents will be reviewed to determine compliance with tax matters and whether certificated have been submitted with the bid documents at closing date and time of bid.
- 4.8.** All bid prices must be inclusive of 15 % Value Added Tax
- 4.9.** The Department maintains the prerogative to conduct inspection on the services rendered by the contractor:
- 4.9.1** inspection on equipment provided by the bidder;
- 4.9.2** inspection for the services rendered by the bidder at any time;
- 4.9.3** replace any of his/her employee in cases of misconduct.
- 4.10** Provide detailed Material Safety Data Sheet / Technical Safety Data Sheet for all chemicals to be used bearing South African Bureau of Standard (SABS) and /or South African Pest Control Association (SAPCA)
- 4.10.1** Eco-Friendly (green) SABS and or SAPCA approved chemicals to be utilised

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## **SECTION 3: CONTRACT DATA (GCC)**