

**INXUBA YETHEMBA
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /
LOCAL MUNICIPALITY**

**P O Box 24
CRADOCK
5880
TEL : +27(0)48 801 5000
FAX : +27(0)48 881 1421**



**P O Box 55
MIDDELBURG
5900
TEL : +27(0)49 842 1337
FAX : +27(0)49 842 1310**

"A coherent developmental municipality putting people first and providing a better life for all its citizens"

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	PROVISION FOR PEST CONTROL SERVICES FOR BOTH UNITS (CRADOCK AND MIDDELBURG)
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	IYM06/08/2025Q
NOTICE NO.	123/2025
Advert Date:	1ST OF OCTOBER 2025
Closing Date:	8TH OF OCTOBER 2025

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE: Request for pest control services for Inxuba Yethemba Municipality for both U
(Cradock and Middelburg)

COMMUNICATION SCOPE OF WORK

The contractor shall provide professional pest control services at all IYM buildings for both unit i.e. Middelburg and Cradock for period of 12 months. The pests referred to in this Contract include cockroaches, rodents, rats, birds, termites, flies, bees, wasps, hornets, snakes, mosquitoes, ants and millipedes

2 MATERIALS AND CHEMICALS FOR PEST CONTROL

- 2.1 The Contractor shall supply all chemicals, tools, labor and all equipment necessary for the proper execution of pest control services. Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans. The Contractor is to furnish names of all chemicals/insecticides to be used with the authority's approval to IYM within 10 days from the award of the contract. Only chemicals approved by the Ministry of the Environment. It is also the Contractor's responsibility that chemical usage does not defer from laws and regulations stipulated by the local government.
- 2.2 All insecticides and chemicals must be used discretely. Treatment should not cause damage or be corrosive to the buildings, equipment and electrical appliances.
- 2.3 All chemicals stored at IYM premises are to be properly labeled and stored systematically and neatly. The Contractor shall provide their own shelves if required. The Contractor is also expected to provide the relevant Material Safety Data Sheets (MSDS) for ALL chemicals used in and around SATS premises. It is also the Contractor's responsibility to ensure that an updated list and MSDS be provided to IYM immediately should there be a change.
- 2.4 The on-site premises if provided by IYM are to be maintained by the Contractor in a hygienic manner. All proper precautions and safety measures are to be observed by the Contractor when storing chemicals and equipment on IYM premises. The Contractor is to provide safety equipment like fire extinguishers at this storage area. Good housekeeping must always be observed at all times.

3 METHOD OF TREATMENT AND FREQUENCY

- 3.1 The table attached at Appendix C4-1, lists the minimum requirement for the treatment frequency and method used. IYM shall have the right to alter the frequency as and when more efficient method of treatment is available/approved.
- 3.2 The Contractor will play crucial roles in ensuring that the premises within IYM remains pest free.

4 WORK SCHEDULE & STATION BAITS

- 4.1 The Contractor shall submit a comprehensive work schedule on the pest control and fumigation services for the contract period to each building to IYM for approval within ten (10) days of the letter of award.
- 4.2 A detailed plan of baits stations (rodents, cockroaches, fly traps etc) should also be submitted within one month of award.

5 SERVICE REPORTS

- 5.1 The Contractor's workers attending the works must report to IYM personnel immediately before and after each service. They are to provide daily service reports on work carried out, including areas attended to and chemicals used. In addition, any abnormal events should be reported verbally to IYM personnel immediately.
- 5.2 A monthly detailed report comprising of the works carried out, any abnormal events, corrective actions and preventive actions embarked upon should be submitted to IYM together with the monthly invoice for payment.
- 5.3 A monthly trends report, analyzing the areas where pests are sighted and captured and comparing with the previous month's data is to be submitted. The Contractor must indicate in the report what actions they intend to carry out to remedy any unacceptable trends.
- 5.4 A monthly trend of catches in all the bait stations should also be submitted. The Contractor should provide analysis of the trend and offer professional advice should any abnormalities be detected, to rectify the situation immediately.
- 5.5 A thorough quality audit is to be performed by qualified member of the management team at least twice a year to ensure that the quality of work of the teams stationed at or assigned to IYM is meeting expectations. Recommendations of further improvements to enhance pest control measures in SATS are to be made. A detailed report is to be submitted

6 IMMEDIATE ATTENDANCE TO URGENT REQUESTS

- 6.1 Other than the normal services the Contractor must attend and treat any pest sightings by IYM staff immediately at no additional charge. Such activations should be attended to not more than one hour after notification. A thorough investigation is also to be carried out to find the root cause of the sighting. Such activities are to be reported verbally to IYM personnel upon completion as well as in the daily and monthly service reports.
- 6.2 In the event the Contractor fails to initiate regular services or additional services for pest sightings within one hour upon notification to IYM or if, these pest control measures fail to meet the expectations of IYM, IYM reserves the right to engage another contractor to carry out the services and all costs incurred will be deducted from the Contractor's monthly servicing fee. The necessity to engage another contractor shall be at the sole discretion of IYM based on the seriousness of the problem.
- 6.3 The Contractor must also report any pest-related hazards, defects and situations identified within the buildings and all operations to IYM operation personnel and carry out the appropriate corrective action as required of them. They are expected to work closely with the operation departments and report any communications in the service reports. All building defects leading to possible pest problems should also be the Building Contractor and appropriate corrective actions be taken promptly.
- 6.4 There are occasions when pest specimen is required to be identified. IYM personnel will handle such specimen to the contractor. It is expected that the identification report be submitted no later than 48 hours after the specimen is handled over. The report should be thorough and include information as required by IYM.

7 SPECIAL TREATMENT

- 7.1 For treatment of timbers and articles where a non-staining treatment is required, liquid specially prepared to dry promptly without staining is to be used and every care should be taken when applying such a liquid.

8 RODENTS

- 8.1 The Contractor should engage the most effective rodent defense mechanism to prevent the intrusion of rodents into the buildings.
- 8.2 In the event rodents are encountered in any part of the building, the Contractor should take immediate action to fully eradicate the presence. Thorough checks are to be performed to ensure full eradication. Method adopted should comply with the local laws and regulations and not pose any risk to personnel working within IYM or any food items within. Close scrutiny should follow in such instances.
- 8.3 The Contractor should also arrange for the most suitable method of disposal of any carcass found in the course of the eradication. Carcass should be removed as soon as possible at all instances.
- 8.4 A weekly and monthly report must be submitted outlining the results achieved in capturing of rodents is to be submitted. The reports are also to provide the Contractor's recommendations for improvement.

9 ADDITIONAL SERVICES

9.1 For other pest control not included in this contract, the Contractor shall carry out additional service within eight hours of notification by IYM. The additional charges shall be reasonable and comparable to the average market rate and forwarded to IYM for consideration. IYM reserves the right to engage another pest control service provider to carry out the additional services.

9.2 IYM reserves the right to add or delete any area for pest control and fumigation services as and when required. The Contractor shall inform IYM of any further pest activity, and there upon within twelve hours effect treatment by his approved methods of preparation.

10 MANPOWER AND HOURS OF WORK

10.1 The Contractor shall provide one technically experienced (at least 6 years' experience in pest control of food establishment) and competent supervisor to oversee the pest control teams stationed at or assigned to carry out the tasks. The supervisor should also be knowledgeable, responsible and proactive.

10.2 The supervisor shall ensure that the technical teams are performing up to expectations. He shall ensure that all works are performed as scheduled and quality checks of staff work should be constantly performed. Good reporting and documentation skills are also pre-requisites.

10.3 A minimum of two technicians is to be assigned to carry out the tasks for monthly pest control services. These technicians shall also be technically competent and responsible. They should be proactive in pre-empting pest related problems and take actions to mitigate risk of pest promptly. The technicians should react promptly to any feedback or request made by IYM.

10.4 In addition, there is to be provision made for a monthly treatment including fogging if required, treatment of locker areas and any other areas that need more thorough attention and/or can only be attended to after the peak working hours. IYM reserves the right to direct the Contractor to extend working hours on an adhoc basis if there are any problems, which require more thorough investigation and rectification.

10.5 The staff on site must be dressed in uniformed overalls with the Company name and logo for ease of identification. Clean overalls should be worn at all times without fail. Staff should also abide by IYM's policy of donning clean hairnet and mouth covers properly while entering production areas which require them. Such hairnets and mouth covers should be provided for staff by the Contractor and be of similar types.

10.6 All staff should also comply with the Ministry of Manpower Workplace Safety Act as well as IYM Safety Policy.

10.7 All staff should abide by the HACCP, ISO9000 and ISO14000 policies.

11 COMMUNICATION

11.1 The Contractor shall equip all staff with mobile phones for easy and instantaneous communication. The updated list of mobile numbers of all staff including the senior operation and management staff should be provided to IYM promptly as and when updated.

11.2 All calls made by IYM personnel shall be promptly responded by the Contractor within 20 minutes. Necessary actions to be followed up immediately.

11.3 Frequent communication and updates by the Contractor team shall also be made. A regular update meeting shall be arranged between the Contractor and IYM.

NO.	DESCRIPTION OF GOODS	FREQUENCY AND METHOD OF TREATMENT	UNIT PRICE	TOTAL PRICE
1.	Residual spray, prestige's equipment's in and around the premises.	As when required		
2.	Detection and destruction of potential breeding and other harborage of rats, cockroaches, flies, mosquitoes and other insects and pests in and around the premises.	As when required		
3.	Extermination of all pests in and around the entire premises. Placing, removal and replenishment of rodent's baits and glue boards. Glue boards and baits should be placed along all possible rodent-running routes. Poisonous baits should never be allowed to	As when required		

	contact with food. A detailed rodent report containing details of baits/traps used and their location and results of treatments should be submitted on a weekly and monthly basis to SATS.			
4.	Inspection and treatment against termites.	As when required		
5.	Treatment of staff lockers against cockroaches.	As when required		
6.	Regular flushing out of pests from all areas.	As when required		
7.	Monitor and ensure effectiveness of insectocutors Installed, if required. (A report is to be submitted after each monitoring session) Trending of traps in insectocutors	If required		
8.	Install, monitor and change (when necessary) sticky fly traps	As when required		
9.	Others Immediate collection and disposal of all dead/poisoned & trapped rats. Dealing with all other pests such as birds, snakes	As when required		
	SUB - TOTAL			
	VAT @15%			
	TOTAL			

CRADOCK QUANTITIES

Building	Location	Ward	Area m ²
Traffic Offices	Town	5	399,14
Traffic Roadworthy Centre	Town	5	338,66
Fire Dept	Town	5	467,62
Garden of Remeberance Hall			356,8
Garden of Remeberance Toilets			34,4
Garden of Remembrance Conference			135,36
Garden of Remembrance Conference Security			11,76
			1743,74

Building	Location	Ward	Area m ²
Vusubuntu Reception			320,6
Vusubuntu Toilets			40,66

Vusubuntu Security			9,3
Masizame Library			652,63
Masizame Offices			296,39
Michausdal Rent Office			403,65
Michausdal Hall			970,18
Michausdal Library			402,9
			3096,31

Building	Location	Ward	Area m²
Vusubuntu Hall			1219
Municipal stores			384
Technical Services			792,11
Community Services & IPED			655,2
Electrical Stores			58,52
			196,8
			3305,63

Building	Location	Ward	Area m²	Per m2	
Main buiding	JA Calata Str	5	5040		
			5040		

MIDDLEBURG QUANTITIES

Building	Location	Ward	Area m²
Middelburg Town Hall Main Building	Town	9	1346,92
Middelburg Town Hall Corporate Offices	Town	9	226,65
Kwanonzame Rent-Office	Kwanonzame	9	189,29
Kwanonzame Advice Office	Kwanonzame	9	63,48
Kwanonzame Library	Kwanonzame	9	129,96
Kwanonzame Library 2nd Building	Kwanonzame	9	111,54
Town Museum	Town	9	729,33
Kwanonzame Community Hall	Cetyiwe Str	9	395,01
Kwanonzame Cemetry Toilet	Kwanonzame	9	19,52
Middelburg Library	Town	8	244
			3455,7

Building	Location	Ward	Area m²
Technical Services Offices(Elect.)	Town	8	72,5
Technical Services Workshop(Elect.)	Town	8	150
Technical Services Store(Elect.)	Town	8	370
Technical Services Offices(P/W)	Town	8	2221
Technical Services Workers Restroom(P/W)	Town	8	283
Technical Servives - Municipal Stores	Town	8	446
Community Services Offices at Town clinic	Town	8	658,88
Community Services T/C Toilets	Town	8	12,92
Community Services T/C Garage	Town	8	115,29
Community Services T/C Garage	Town	8	81,74
Community Services T/C store	Town	8	8,28
Traffic Department Offices	Town	8	243,8

Fire Services	Town	8	205,02
			4868,43

Building	Location	Ward	Area m ²
Midros Rent Office and Library	Midros	7	256,5
Midros Rent Office garages	Midros	7	193
Midros Community Hall	Midros	7	841,35
Midros Community Hall Caretaker's house	Midros	7	64,9
Midros Stadium Caretakers house	Midros	7	57,62
Midros Stadium Changing Rooms	Midros	7	348,23
Midros Stadium Ablution Block	Midros	7	59,9
			1821,5

Evaluation criteria

The quotes will be evaluated using the 80/20 preferential point system.

- 20 points will be allocated as follows:

Locality: 50%

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10
Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

BBBEE: 50%

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

General

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.

- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate

- NB: : **Submissions of SBD Forms will not be considered and bidders will be disqualified.**

Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: IYM06/08/2025Q (PROVISION FOR PEST CONTROL SERVICES FOR BOTH UNITS (CRADOCK AND MIDDELBURG)

which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock 5880, **before 12 pm on the closing date of 8th of October 2025. No email submissions will be allowed.**

For inquiries regarding the Request for Quotation, please contact the Project Manager, Mr. S.Kana at 0812301529 or email simphiwek@iym.gov.za

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website www.csd.gov.za.

Should you have SCM-related inquiries please contact the **Supply Chain Management Unit;**

- Tandelwetu Petelo (048) 801 5159 or email tpetelo@iym.gov.za

CLOSING DATE: 8TH OF OCTOBER 2025 AT 12H00