



**science & innovation**

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

## **TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER FOR FUMIGATION SERVICES AT  
THE DEPARTMENT OF SCIENCE AND INNOVATION AND THE TWO ENTITIES  
(NIPMO and NACI) FOR A PERIOD OF SIX MONTHS**

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**N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the POPIA***

## 1. BACKGROUND

The Department of Science and Innovation (DSI) is housed at Building 53, within the CSIR Campus. The DSI has a gross area of 15290sqm including the canteen and twelve kitchenettes. The DSI is a three-storey building. The DSI is also responsible for fumigation services at the two entities i.e. National Intellectual Property Management Office (NIPMO-508sqm) and National Advisory Council on Innovation (NACI-495sqm).

## 2. SERVICE DELIVERY ADDRESS

### **Department of Science and Innovation (DSI)**

Building 53, CSIR  
Campus Meiring  
Naude RD,  
Lynwood

### **National Advisory Council on Innovation (NACI)**

The Innovation Hub  
Unit L1,2&3  
Enterprise building  
Mark Shuttleworth Street

### **National Intellectual Property Management (NIPMO)**

The Innovation Hub  
Unit U 15,16&17

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Enterprise building  
Mark Shuttleworth Street

### **3. PURPOSE**

The purpose of this request is to procure the services of the service provider who will be able to perform the work as per specifications for a period of six months.

### **4. SPECIFICATION**

The appointed service provider will be expected to carry out the condition assessment as follows: -

#### **4.1 Monthly service at DSI**

Fumigating of all the enclosed offices, basement store rooms, guardrooms canteen, open areas, kitchenettes, meeting rooms and pause areas in the building:

- a) treatment of cockroaches; ants, dust mites and spider,
- b) spraying cupboards;
- c) lay out gel baits inside the cupboards to prevent cockroach infestation; and
- d) supply 114 bait stations and maintenance thereof.

#### **4.2 Monthly service at NACI and NIPMO**

Fumigating of all the enclosed offices, open areas and meeting rooms:

- a) treatment of cockroaches, ants, dust mites and spider,
- b) spraying cupboards; and

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- c) lay out gel baits inside the cupboards to prevent cockroach infestation.

#### **4.3 Once Off**

The appointed service provider shall be required to supply and install the material enlisted below:

- a) bird spikes at the edge of the roof top-currently there is 200sqm bird spikes around the building
- b) bird proof netting in front of the air-cons ducts- square meters are estimated between 20-25sqm

#### **4.4 Quarterly service: DSI office**

The appointed service provider shall be responsible for the supply and quarterly maintenance of twelve eagle eyes.

### **5. Project Management**

- 5.1 The successful bidder will be required to submit a safety file within ten working days of contract assumption which must not be limited to: risk assessment, material safety data sheet, medical certificates of those who will be working in elevated position, training certificates for working in elevated position, proof of identification and Valid Letter of Good Standing.
- 5.2 Ensure that at all times the correct Personal Protective Clothing and depicting the name of the company.
- 5.3 The Service provider will be required to provide the services during weekends for DSI offices. For NACI and NIPMO the service will be on a Friday after 12:00

## 6. PRICING SCHEDULE

6.1 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.

6.2 A service provider should comply with the specification.

6.3 The service provider shall be expected to provide a quotation based on the table below (*table to be placed on own letterhead and not to be completed on this form*):

SERVICE	AMOUNT INCL VAT
<b>Once off service</b>	
Supply and Installation of bird spikes	
Supply and installation of bird proofing netting	
<b>Monthly service</b>	
Fumigation of DSI offices	
Fumigation of NACI offices	
Fumigation of NIPMO offices	
<b>Quarterly service</b>	
Maintenance of eagle eyes	

## 8. EVALUATION OF PROPOSALS

8.1 The evaluation process will comprise of the following phases:

- Screening for Compliance;
- Functional Evaluation; and
- Price and Specific Goals Evaluation.

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## 8.2 Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation; failure to submit the following will result in disqualification:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.

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## 8.3 Functionality Evaluation

- a) Service providers' responses will be evaluated for functionality in this stage,

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based on achieving a minimum score of fifty percent (50%).

b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

<b>PHASE 2: FUNCTIONALITY EVALUATION</b>														
<b>Rating:</b> <b>1 = Poor</b> <b>2 = Average</b> <b>3 = Good</b> <b>4 = Very good</b> <b>5 = Excellent</b>														
<b>CRITERIA</b>				<b>WEIGHT</b>										
<b>1 Experience and Expertise:</b>														
<p>Bidders must also submit a list of references for current and previous projects in fumigation services, which much cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)</p> <table border="1"> <tr> <th>0-1 year</th> <th>2-3 years</th> <th>4-5 years</th> <th>6-7 years</th> <th>8yrs and above</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>				0-1 year	2-3 years	4-5 years	6-7 years	8yrs and above	1	2	3	4	5	30
0-1 year	2-3 years	4-5 years	6-7 years	8yrs and above										
1	2	3	4	5										
<b>2 Staff Capacity</b>														
<p>Knowledge in the pest/fumigating industry - CV of the Project Manager to be assigned to this project must accompany the proposal. The values will be awarded as follows:</p> <table border="1"> <tr> <th>1 -2 years</th> <th>3-4 years</th> <th>5-6 years</th> <th>7-8 years</th> <th>9 and above</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>				1 -2 years	3-4 years	5-6 years	7-8 years	9 and above	1	2	3	4	5	20
1 -2 years	3-4 years	5-6 years	7-8 years	9 and above										
1	2	3	4	5										
<b>3 Methodology</b>														
<p>Methodology should not be limited to:</p> <ol style="list-style-type: none"> <li>Project plan</li> <li>Communication plan</li> <li>Contingency plan</li> <li>Company OHS policy</li> <li>Risk plan in line with the project</li> </ol> <table border="1"> <tr> <th>Poor</th> <th>Average (1 of the elements listed above)</th> <th>Satisfactory (2 of the elements listed above)</th> <th>Good (3 of the elements listed above)</th> <th>Excellent (all or more of the elements listed above)</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>				Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)	1	2	3	4	5	30
Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)										
1	2	3	4	5										
<b>4 Capacity to render the service</b>														
<p>Capacity to deliver should not be limited to the following:</p> <ol style="list-style-type: none"> <li>List of equipment's to be used.</li> <li>ISO certification</li> <li>List of consumables to be used</li> <li>Sample of PPE t</li> <li>operation and scheduling capability</li> </ol> <table border="1"> <tr> <th>Poor</th> <th>Average (1 of the elements listed above)</th> <th>Satisfactory (2 of the elements listed above)</th> <th>Good (3 of the elements listed above)</th> <th>Excellent (all or more of the elements listed above)</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>				Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)	1	2	3	4	5	20
Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more of the elements listed above)										
1	2	3	4	5										
<b>TOTAL SCORE</b>														

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**MINIMUM THRESHOLD SCORE****50**

c) Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.

d) The following rating values for evaluation will be used:

i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

<b>Value</b>	<b>Description</b>
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.

iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

v. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

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## 8.4 Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:
  - The bid price (maximum 80 points)
  - Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration;

Pmin = Price of lowest acceptable tender.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

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Table 1 – Specific goals

<b>The specific goals allocated points in terms of this tender:</b>	<b>Number of points allocated (80/20 system)</b>
EMEs and QSEs	5
Companies owned by black people	5
Companies owned by women	5
Companies owned by youth	
Companies owned by people with disabilities	5

- i. A bidder must submit proof of its Specific goals' status.
- ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
- iii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iv. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- v. The points scored must be rounded off to the nearest two decimal places.
- vi. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
  - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
  - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
  - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related

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price with the tenderer scoring the third highest points or cancel the tender.

- If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
- vii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- viii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.**

## **9. AWARDING OF THE BID**

- 9.1 The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.
- 9.2 The successful service provider will be required to enter into a formal contract with DSI for a period of six months.

## **10. SUBMISSION OF PROPOSALS**

- 10.1 The closing date for submission of proposals is 05 February 2024.
- 10.2 The proposals should be sent to [tenders@dst.gov.za](mailto:tenders@dst.gov.za)

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## 11 CONTACT PERSONS

### 11.1 Technical Enquiries can be directed to:

Ms Nombulelo Dlalisa

Deputy Director: Facilities Management

[Nombulelo.Dlalisa@dst.gov.za](mailto:Nombulelo.Dlalisa@dst.gov.za)

11.2 Enquiries relating to operational SCM issues should be addressed to [tenders@dst.gov.za](mailto:tenders@dst.gov.za).

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