

## INVITATION TO BID (SBD1)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FREE STATE HEALTH</b>					
<b>BID NUMBER:</b>	DOH(FS)15/2022/2023	<b>CLOSING DATE:</b>	20 JANUARY 2023	<b>CLOSING TIME:</b>	11H00
<b>DESCRIPTION</b>	PEST CONTROL SERVICES FOR VARIOUS INSTITUTIONS WITHIN THE FREE STATE DEPARTMENT OF HEALTH. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (03) YEARS.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD1).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

<b>DEPARTMENT OF FREE STATE HEALTH</b>					
GROUND FLOOR, BOPHELO HOUSE, BLOCK C-WEST, OPPOSITE MAIN DOOR					
C/O CHARLOTTE MAXEKE STREET AND HARVEY ROAD, BLOEMFONTEIN					
<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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<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 PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
FOR PROCUREMENT OF DOCUMENT ENQUIRIES MAY BE DIRECTED TO:		FOR BIDDING AND TECHNICAL INFORMATION ENQUIRIES MAY BE DIRECTED TO:	
DEPARTMENT	FREE STATE HEALTH	CONTACT PERSON	Mr T.L. Leshabane
CONTACT PERSON	Mr. T E MAHLASI Mr TJ SETHUNYA	TELEPHONE NUMBER	051 405 1540/1421
TELEPHONE NUMBER	051 408 1457 / 1487	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	<a href="mailto:Leshabanel@fshelath.gov.za">Leshabanel@fshelath.gov.za</a>
E-MAIL ADDRESS	<a href="mailto:MalieheSW@fshealth.gov.za">MalieheSW@fshealth.gov.za</a> <a href="mailto:MahlasiTE@fshealth.gov.za">MahlasiTE@fshealth.gov.za</a>	<b><u>NB: Bidders may send any queries electronically to the above mentioned emails</u></b>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p><b>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 ABOVE.</b></p>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

Signature Of Bidder: .....

Capacity Under Which This Bid Is Signed: .....

Date: .....

# EXPLANATORY MEETING CERTIFICATE

BID NUMBER: **DOH (FS)15/2022/2023**

Attendance list number: \_\_\_\_\_

**DOH(FS)15/2022/2023: PEST CONTROL SERVICES FOR VARIOUS INSTUTIONS WITHIN THE FREE STATE PROVINCE HEALTH DEPARTMENT.**

**PERIOD: DATE OF SIGNING CONTRACT FOR THREE (03) YEARS**

### Attendance of the explanatory meeting is COMPULSORY

An official of the Department must sign this certificate at the explanatory meeting. No certificate will be signed outside the meeting. The original certificate must be included in the bid document and will not be accepted after the closing time and date of the bid.

**COMPULSORY EXPLANATORY MEETING DATE: 07 DECEMBER 2022**

**TIME: 10H00**

**VENUE: Auditorium, First Floor  
Bophelo House, C/O Charlotte  
Maxeke Street and Harvey Road  
Bloemfontein  
9301**

**CONTACT PERSON/S: Mr. T.L Leshabane  
Tel: (051) 405 1540/1421**

This is to certify that \_\_\_\_\_ in his/her capacity as  
\_\_\_\_\_ of the company \_\_\_\_\_ has attended the Non-  
Compulsory Explanatory meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 and is  
therefore familiar with circumstances and the scope of the items to be supplied.

\_\_\_\_\_  
**SIGNATURE /DEPARTMENTAL  
OFFICIAL**

\_\_\_\_\_  
**RANK**

\_\_\_\_\_  
**SIGNATURE OF REPRESENTATIVE  
OF COMPANY**

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

OFFICIAL DATE  
STAMP

**\* Note: Only one certificate per company**

**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' 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.

Full Name	Identity Number	Name of State institution

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:  
.....  
.....

<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.

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.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 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.

3.7 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

<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.

**SBD4**

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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

Name of Bidder.....Bid number **DOH(FS)15/2022/2023**

Closing Time 11:00 on.....Closing **20 January 2023**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
	As per attached specification	Pest control services for various Institution within the Free State Department of Health.	<b>See attached specification for pricing</b>
-	Required by:	.....	
-	At:	.....	
-	Brand and model	.....	
-	Country of origin	.....	
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	
-	Delivery:		*Firm/not firm

\*Delete if not applicable

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

**Index: CPI Dated September 2022**

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

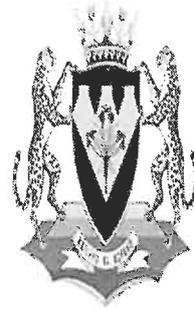
**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE



health

Department of  
Health  
FREE STATE PROVINCE

## **PEST CONTROL SERVICES FOR VARIOUS INSTITUTIONS WITHIN FREE STATE DEPARTMENT OF HEALTH**

**PERIOD: DATE OF SIGNING OF CONTRACT FOR 3 YEARS**

**Contact Person:**

Mr. TL Leshabane

Assistant Director: Environmental Health

Tel: 051 408 1540/1421/22

## DEFINITIONS

**Bioaccumulation** means a process in which a chemical substance is absorbed in an organism by all routes of exposure as occurs in the natural environment, e.g., dietary or ambient environment sources. Bioaccumulation is the net result of competing processes of chemical uptake into the organism at the respiratory surface and from the diet and chemical elimination from the organism including respiratory exchange, fecal egestion, metabolic biotransformation of the parent compound and growth dilution.

**Calibration:** the process of measuring and adjusting the amount of pesticide your equipment applies or delivers to a specific area. Calibration is to ensure that the equipment is applying correct amount of material uniformly over a given area.

**Carcinogenic** means a chemical is capable of increasing the incidence of malignant tumors, reducing their latency, or increasing their severity or multiplicity.

**Crack and crevice application** means the placement of small amounts of pesticide into cracks and crevices in buildings, such as long baseboards and cabinets, where insects or other pests commonly hide or enter a structure.

**Directed-spray application:** specifically targeting pests to minimize pesticide contact with non-target plants and animals.

**Barrier treatment** is usually considered the application of pesticides to thresholds and other entrances, the foundation, and the soil adjacent to the foundation. A barrier treatment with residual sprays, dusts, or granules may be beneficial in controlling outdoor pests that may become invaders or nuisances when populations build up.

**Integrated Pest Management (IPM)** is an effective and environmentally sensitive approach to pest management that discourage the development of pest populations through the suppression and prevention of pests by improved building hygiene, structural repair or maintenance, pest barriers, improved landscape, biological controls, habitat manipulation, use of resistant plant varieties and judicious limited use of synthetic pesticides to reduce or minimise the risk to human health and environment.

**Integrated Vector Management (IVM)** means the rational decision-making process for the optimal use of resources for disease vector control. It aims to improve efficacy, cost-effectiveness, ecological soundness and sustainability of disease vector control interventions for control of vector-borne diseases.

**Mutagenic** means agents that induce permanent, transmissible changes in the amount, chemical properties, or structure of the genetic material. These changes may involve a single gene or gene segment, a block of genes, parts of chromosomes, or whole chromosomes.

**Pest** is any form of a plant or animal life or any pathogenic organism that is injurious or potentially injurious to plant, plant products, property, environment or people.

**'Pest control operator'** means a person who as, or in the course of, his trade or occupation administers agricultural remedies for the purposes for which they are intended.

**Pest infestation:** means the multiple sightings of or the presence of pests (e.g. insects, rodents, birds, etc.) numbers of quantities large enough to be harmful, threatening, or obnoxious.

**Pest thresholds** mean tolerance thresholds of specific pests per location. The thresholds shall be determined through:

- Injury threshold which shall mean the point at which an injury begins or is initially noticed;
- Action threshold means the point at which an action is required to prevent a pest population from causing anaesthetic, functional or economic damage;
- Damage threshold means the level where unacceptable damages are already occurring.

**Persistence** means the length of time the chemical can exist in the environment before being destroyed (i.e., transformed) by natural processes

**Respiratory protective equipment** means a device which is worn over at least the mouth and nose to prevent the inhalation of airborne hazardous chemical substances and which is of a type, or conforms to SABS.

**Spot treatment** is application to limited areas on which insects are likely to walk but will not be in contact with food, utensils, or by workers. Such areas may occur on floors, walls, and the bases or undersides of equipment. Specifically targets the pests to minimise pesticide contact with non-target plants and animals. Spot treatments should not exceed 2 square meters.

**Vector (epidemiology)**, an agent that carries and transmits an infectious pathogen into another living organism; a disease vector.

## Scope of Supply

The Free State Department of Health (DoH) seeks to appoint an accredited, registered and competent Service Provider with the requisite skills and experience in the area of pest control services and hygiene services on the specified time basis for a period of three (3) years. The Service Provider must be prepared to provide cost effective service while maximising the quality and the level of service. Introduce process efficiencies in pest control service through high-level customer service.

The Service Provider shall be responsible for the inspections, prevention, and treatment of all Provincial and District offices, Provincial Laundries, Medical Depot, Bophelo House, Cook-Freeze, Covid-19 Quarantine/ Isolation Facilities, Mortuaries, Emergency Medical Service stations, clinic hospital complex including wards or consultation rooms; kitchen or kiosks; admin offices; service entrances including security; archives; nursing homes; workshops and stores; ablution facilities; waste storage areas; all service areas above ground and below ground such as air ducts, sewer systems, and storm water services; parking facilities areas and perimeter fences for:

- **Insects and other arthropods:** which shall include flies, ants, cockroaches, moths, yellow jackets and other arthropod pest not specifically excluded from the contract;
- **Stinging insects, which** shall include fleas, bedbugs, dust mites, wasps, bees, mosquitoes. The Service Provider shall remove nests of stinging insects within the property boundaries of specified buildings.
- **Mice and rats:** These include rats, mice found inside, and outside buildings. Pick-up and proper disposal of dead vertebrates is also included in this scope of work;
- **Birds, bats, snakes** and all other vertebrates not listed above;
- **Reduce pest problem hotspots** with the goal of solving structural and hygiene challenges so that facilities currently requiring a monthly service can reduce their service needs to on-call service only.
- **Weed control**
- **Termites control**

The service provider shall work with Environmental Health Practitioner and other organisations such as Society of the Prevention of Cruelty to Animals (SPCA) to identify options where beehives, birds, and snakes can be relocated and not be destroyed or killed.

The Department of Health reserves the rights to award pest control services tender per District and the pest control service shall be as and when is required. The Department of Health shall provide the Service provider with the list of all health institutions whereby the Pest Control Services will be required. **BIDDERS SHOULD INDICATE WHICH DISTRICT THEY ARE BIDDING FOR.**

Metro/ Districts	Option
Mangaung Metro	
Lejweleputswa	
Thabo-Mofutsanyana	
Fezile Dabi	
Xhariep	

The Service Provider shall furnish all supervision, labour, materials, skills or training, and equipment necessary to evaluate, monitor, and provide Integrated Pest Management services. **The Service Provider should first strive to use non-chemical controls such as trapping and pest proofing, followed by chemical controls only if non-chemicals methods fail.**

## BID Conditions

The contractor/ service provider shall:

1. **Control pests while minimizing human exposure, secondary poisoning to non-target animals and pesticide-related water pollution** by adhering to the following conditions:

- 1.1. The following products may/ shall not be used for pest control:
  - 1.1.1. Products that bear the signal or hazard statement "TOXIC or VERY TOXIC" must be used through the authorisation of the Provincial Environmental Health Manager;
  - 1.1.2. Products that are carcinogenic, mutagenic, neurotoxic or have reproductive toxicity, persistence with bioaccumulation potential shall not be used;
  - 1.1.3. Banned Substances shall not be used;
  - 1.1.4. Agricultural remedies products not registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) shall not be applied at the Health Facilities.

**Failure to comply with the above item 1.1 shall constitute a service failure.**

- 1.2. Containerised baits are preferred method for ant control;
- 1.3. Use of environmentally friendly pesticides such as insecticidal soaps, plant based products such as pyrethrins, mint oil, rosemary, silica-gel dust, etc. Use digital traps, sensors, devices and cameras that may not cause fatalities, contamination of the watercourses, affect patients, visitors and staff. Caulk or foam sealant for crevices around doors, windows and vents. Fitting insect screens around doors and vents, self-enclosing door devices, etc.

The identified alternative products must:

- 1.3.1. meet the performance requirements;
- 1.3.2. be in sufficient amount to meet the demand;
- 1.3.3. pose a lesser risk to human health and the environment than the pesticide concern;

Emergency use of registered synthetic pesticides may only be used through the authorisation of the Provincial Manager: Environmental Health. Authorisation may be issued with 48 hours upon request. **Failure to request authorisation shall constitute a service failure.**

- 1.4. Trapping and exclusion be the primary rodent control methods.
  - 1.4.1. Traps with zero catches should be frequently moved to new locations to achieve results.
  - 1.4.2. Traps should be monitored within 72 hours after placement in areas of high infestation;
  - 1.4.3. Traps should be inspected weekly for at least three months and be replaced every two months when their full, lose their stickiness or needs maintenance;
  - 1.4.4. Location and trap replacements dates should be recorded and forwarded electronically to facility manager, hospitals, and for clinics to Department of Health District Environmental Health Services;
  - 1.4.5. Once insects or rodents have been identified, they should be identified to determine the threat they pose to collections;

- 1.4.6. Use of electronic rodent stations and infrared surveillance camera monitoring systems where pest activity has a critical impact on day to day operations such as kitchen or kiosk, sewer lines, basement, maternity wards, surgery and electrical installations. This method will assist in determining the presence and accurate location of rodents and designing a proper rodent control strategy;
- 1.4.7. To prevent bait resistance and secondary poisoning or contamination, rodent baits will only be used when trappings and exclusion are unsuccessful and through the approval of the Provincial Manager: Environmental Health;
- 1.5. No outdoor application of pesticides of any kind will be applied on an impervious surfaces when a 40% or greater chance of rain is forecast within three days unless the pesticides are containerised baits that will not contribute to runoff pollution;
- 1.6. The application of synthetic pesticides will be limited to **barrier, spot and crack and crevice treatment only**. Under no circumstances will the general treatment of walls, ceilings and floors will be allowed. Gel bait should not be visible from the outside. When granular baits are applied, they should be applied in a container that is inaccessible, e.g. held in place on a glue board. **Failure to implement this provision (Item 1.6) shall constitute a service failure.**
- 1.7. Conduct pest control pre-inspection on request to all listed health facilities within 3 months upon signing contract.
- 1.8. Shall perform routine pest control services regulated to one (one) month cycle once the infestation is under control. Larger facilities may schedule for multiple services each month based on the facility needs and requirements. The service frequency shall be determined and agreed to by the Facility Manager or Departmental Representative and the Service Provider. The service visits must not adversely affect the Facility daily operations therefore all services must be performed during off-peak hours. The Service Provider shall notify the Departmental or Facility Representative in writing at least five (5) days in advance in case of deviations from the agreed service. **Failure to notify the institutions in writing within the stipulated time shall constitute a service failure.**
- 1.9. Shall submit to the Delegated Official, a **Pest Control Plan**. Upon receipt of the Pest Control Plan, the Official will render a decision regarding its acceptability. If aspects of the Pest Control Plans are incomplete or disapproved, the Service Provider shall revise the plan. The Service provider shall not resume services until the Pest Control Plan agreed. The Pest Control Plan shall consist but not limited to the following:
  - 1.9.1. *Proposed pesticides, material or products and equipment.* The service provider must provide current labels and Material Safety Data Sheets for all pesticides **and non-chemical IPM methods** to be used, and brand names of pesticide applications or use, equipment, rodent bait boxes, *insect* and rodent devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide the service.
  - 1.9.2. *Proposed Methods for Monitoring and Detection:* The service provider must describe methods and procedures to be used for identifying sites of pest harbourage and access, and for making objective assessments of pest population levels throughout the term of the contract

- 1.9.3. *Certified copies of registration* with the Fertilizers, Farms Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1974), Pest Control Operator Certificate for structural and weeds control (PCO)
- 1.9.4. *Service Schedule for Each Building or Site and record keeping.* The Service Provider must provide a complete service schedules that include frequency of service, provider visits, specific day(s) of the week of Service Provider visits, and approximate duration of each visit. Submit a timetable. **Failure to adhere to service schedules shall constitute a service failure.**

**The service provider shall not apply any pesticide product or equipment that is not included in the Pest Control Plan. Failure to adhere to Pest Control Plan shall constitute a service failure.**

- 1.10. New products that are not on the Pest Control Plan and the service provider may wish to use mid-contract must be approved by the Provincial Environmental Health Manager.
- 1.11. Submit the list of newly appointed PCOs to Provincial Environmental Health Manager for approval prior performing pest control services at the listed health facilities.
- 1.12. Where bait boxes are applied, the Service Provider shall:
  - 1.12.1. Not place all bait boxes in the general view of patients, visitors and workers or in locations where they will not be disturbed by routine operations;
  - 1.12.2. Securely lock or fasten the lids of all bait boxes;
  - 1.12.3. Securely attach or anchor to the floor, ground, wall or other immovable surface all bait boxes, so that the box cannot be picked or moved.
  - 1.12.4. Secure bait in the feeding chamber of the box and never placed in the runway or entryways of the box;
  - 1.12.5. Label all bait boxes on the outside with the Service Provider's business name and address, and dated by the Service Provider's technician at the time of installation and each servicing;
- 1.13. Where dust/powder insecticide are administered, the Service Provider shall:
  - 1.13.1. Seal the space or void that was administered with dust insecticide;
  - 1.13.2. Immediately remove any dust/powder that is visible after application and cleaning material used must be disposed according to the pesticide label instruction;
  - 1.13.3. Restrict access to stinging insects nest areas until the application has been administered, target insects are dead, and the nest has been removed and destroyed;
  - 1.13.4. Not apply dust/powder insecticides in areas that cannot be sealed to prevent contact with insecticide. **Application of dust powder insecticides in areas that cannot be sealed shall constitute a service failure.**
- 1.14. During aerosol applications, the following precautions should be applied:
  - 1.14.1. The service provider shall apply approved aerosol in crack and crevice only with the crack and crevice tube attached to the container;

- 1.14.2. The service provider shall not be allowed to release aerosol into the air or surfaces;
  - 1.14.3. If pesticide accidentally released outside the crack or crevice, the service provider will immediately wipe and remove the accidentally released pesticide and dispose the cleaning material in accordance with the label requirements or instructions. **Failure to wipe or remove accidentally released pesticide and disposal of the material used thereof shall constitute a service failure.**
  - 1.14.4. The service provider shall not be allowed to use forgers and similar types of aerosol devices in any of the Departmental buildings.
- 1.15. Where liquid pesticides is administered:
- 1.15.1. The service provider shall provide Gloria pneumatic stainless steel sprayer fitted with standard flat fan spray nozzles that are made to operate in a range of about 30 – 60 psi operating pressure and produce very few coarse droplets;
  - 1.15.2. The service provider shall calibrate the equipment periodically depending on the type and frequency of the use thereof.
  - 1.15.3. Calibration should be done every time the service provider switches chemicals or change application rates;
  - 1.15.4. The service provider shall not spray pesticides above the waist when the wind speed is 8 – 11 km/hour.
  - 1.15.5. The service provider shall **notify** the manager or the supervisor overseeing the employees in the working areas that are to be treated with any pest control product other than containerised baits prior, during and after application of synthetic pesticides, in line with Section 3, 4 and 5 of the Fertilisers, Farm Feeds, Agricultural remedies and Stock Remedies Act,1947 (Act No. 36 of 1947);
  - 1.15.6. For liquid pesticides that are to be applied to vegetation outside the buildings, the area should be cordoned off with caution tape and notices posted before and maintained for 48hrs after the application; *Exemptions* will be granted:
    - 1.15.6.1. In situations in which minimum amounts of fire ant bait granules are applied directly to mounds or stinging insects;
    - 1.15.6.2. containerised bait use;
    - 1.15.6.3. crack and crevice treatment, or
    - 1.15.6.4. sealed void application.
  - 1.15.7. The service provider shall issue a pre-treatment notice before applying any pesticides. The pre-treatment notice shall be in line with Section 11, Subsection 1, 2, 3, 4 and 10 of Pest Control Operator Regulations, R98 of 2011. The suitable symbolic safety signs shall be in accordance with SANS 1186-1. **Failure to provide notice or signage shall constitute a service failure.**
- 1.16. Pesticides must be packed and loaded for transport in such a manner that the containers will not break and will not spill.
- 1.16.1. All service providers' vehicles shall be clearly identified and in line with SANS 10228, 10231 and 10232-1. Vehicles not complying with this provision shall not be allowed into the health facilities;
  - 1.16.2. Vehicles shall have an inventory form that must be completed and handed over at the Departmental Security checkpoint. Any equipment or material that

cannot be accounted at the time of departure or completion of service can be confiscated for further investigation.

- 1.17. The Service Provider shall provide proof of Pest control certificates or Registration for every Service Providers' employee who will be performing on-site service under this contract; **Failure to provide proof of pest control certificate or registration shall constitute a service failure.**
- 1.18. Any apparatus and pesticides must be stored in such a manner that minimises hazards to human health and the environment and in accordance with the requirements of the Handling, Storage and Disposal of Agricultural Remedies (SANS 10260:2010) as amended.
2. **Provide inspection tools** including kneepads, mirrors, flashlights, screwdrivers and ladders. **Failure to implement this provision shall constitute a service failure.**
3. **Provide pest control operators that:**
  - 3.1. Are registered in terms of Section 2 of the Fertilisers, Farm Feeds, Agricultural remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947);
  - 3.2. Have a relevant certificates before applying any pesticides or agricultural remedies on any health institution;
  - 3.3. Pest control operators without pest control certificate issued in terms of Fertilisers, Farm Feeds, Agricultural remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) must be supervised by certified pest control operator per shift. **Failure to implement this provision shall constitute a service failure.**
  - 3.4. Are skilled in line with the requirements of Section 10 of the Fertilisers, Farm Feeds, Agricultural remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947);
  - 3.5. Are acquainted with the handling, and application of pesticides or agricultural remedies as prescribed in SANS 10124, 10133, 10204 and SANS 10304-1.
  - 3.6. Are trained in Basic First Aid i.e. can perform basic life support and first aid procedure with minimum NQF Level 1, SAQA Unit ID: 119567.
  - 3.7. Are certified to work at height with the minimum NQF Level 1, Unit standard ID: 229998 in compliance with Occupational Health and Safety Act, 1993 and related regulations as amended. Competent employee with either the following minimum NQF Level 2 to 3 Unit Standard ID shall supervise the mentioned PCO working on height: 229995, "229994 & 229999" respectively.
4. Within 3 month after signing a contract, provide pre-inspection service on request for each building or site for evaluation of pest control needs such as equipment, PPE and treatment requirements, hygiene status, maintenance requirements and management practices that promotes pest infestations. Assessment of buildings shall be coordinated with the Departmental Delegated Official. The Departmental Delegated Official will inform the Service Provider of any restrictions or areas requiring special scheduling. **Failure to implement this provision shall constitute a service failure.**
5. **Reduce pest populations** at historical sites that experienced pest problems as agreed with the Departmental Representative with the aim of:
  - 5.1. Establishing pest threshold levels, their type and location;
  - 5.2. Reducing the frequency and severity of pest problems using IPM strategies;

- 5.3. Reducing access and favourable conditions that supports pests, and
- 5.4. Reducing the need for monthly pesticide application by the end of the first year of operation (this can be negotiated on a site-by-site basis). If the Department or facilities does not provide the repairs or hygiene status required the service provider will not be held liable for the continuation of pest problems.

**6. Provide protective clothing** for its employees which shall:

- 6.1. be in line with Section 7 of SANS 10206 as amended,
- 6.2. not limited to respirators, gloves, face shield, apron or overall and boots approved for chemical usage;

The **overall** shall:

- 6.2.1. be made of impervious nonwoven material
- 6.2.2. be made of 100% cotton with a mass area of 110 g/m<sup>2</sup> or
- 6.2.3. be made of lightweight synthetic material specifically developed for protection of operators working with pesticides.
- 6.2.4. have elasticised cuffs and no pockets;

The **aprons** shall:

- 6.2.5. be made of impervious nonwoven material;
- 6.2.6. cover the front of the body covering the top of the chest to below the knees;
- 6.2.7. wrap around the sides of the body and the legs;
- 6.2.8. Impervious; durable; comfortable; light weight and
- 6.2.9. light in colour to determine visual identification of contamination

The **Face shield** shall

- 6.2.10. be durable and made of impervious and transparent material;
- 6.2.11. be comfortable for eye and face protection against splashes and droplets;
- 6.2.12. shall be approximately 150 mm in height and a 300mm in width with an adjustable strap;
- 6.2.13. non-misting, lightweight and non-reflective;
- 6.2.14. The headband of the face shield shall be made of solvent resistant foam plastic which is non-irritant to the skin;

The **boots** shall

- 6.2.15. be made of rubber to give protection against wide range of pesticides;
- 6.2.16. be calf-high and unlined and have steel toecaps. Trousers shall be worn outside the boots to prevent spills and splashes from entering the boots.

The **respirators** shall

- 6.2.17. be in line with SANS 10220

The **gloves** shall

- 6.2.18. be comfortable, flexible enough to grip a pesticide container or equipment firmly;
- 6.2.19. be long enough to cover a minimum of 90mm above the wrist;
- 6.2.20. be light in colour and made of nitrile rubber to offer good protection against a wide range of pesticides. Lined gloves are not recommended, since contamination can accumulate in the lining material.

Employees shall at all times wear such personal protective clothing as required by the product label being applied. **Failure to provide PPE shall constitute a service failure.**

7. **Provide first aid kit** every time service is rendered that shall not be limited to the following items:
  - 7.1. Wound cleaner or antiseptic (100ml);
  - 7.2. Swabs for cleaning wounds;
  - 7.3. Cotton wool for padding (10g);
  - 7.4. Sterile gauze swabs (minimum quantity 10);
  - 7.5. 1 pair of forceps (for splinters);
  - 7.6. 1 pair of scissors (minimum of 100mm);
  - 7.7. 1 card of safety pins;
  - 7.8. Bandages
    - 7.8.1. 4 triangular bandages;
    - 7.8.2. 4 roller bandages (75mm X 5m);
    - 7.8.3. 4 roller bandages (100mm X 5m);
    - 7.8.4. 1 roll of elastic adhesive bandages (25mm X 3m);
  - 7.9. Adhesive strips
    - 7.9.1. 1 roll of non-allergenic adhesive strips (25mm X 3m); and
    - 7.9.2. 1 packet adhesive dressing strips (minimum quantity of 10 assorted sizes)
  - 7.10. First Aid Dressing
    - 7.10.1. 4 first-aid dressings (75mm X 100mm); and
    - 7.10.2. 4 first-aid dressings (150mm X 200mm).
  - 7.11. 2 straight splint;
  - 7.12. 2 pairs of large and 2 pairs of medium disposable latex gloves;
  - 7.13. 2 cardiopulmonary resuscitation(CPR) mouth-pieces or similar devices; and
  - 7.14. Eyewash bottle containing distilled water and rinse solution.
8. **Not to store any pesticide products and equipment** on any Departmental building or structure. When on site, the products and equipment shall remain under Service Provider's care, custody and control at all times. All loses due to negligent shall be liability of the services provider.
9. **Provide Guarantees, Special Requests and Emergency Services:**
  - 9.1. The service provider must guarantee all scheduled services and attend to any problems that may arise in between routine treatments.
  - 9.2. Remedial corrective, special, or emergency service(s) action must be performed within 24 hours. **Failure to provide service guarantees shall constitute a service failure.**
  - 9.3. The Service Provider must only perform Pest Control Services based on the issued purchase order from the requesting institution. Such orders shall cover all anticipated needs and or requirements for a set period not less than one month.
10. **Provide proof of compliance** with the following:
  - 10.1. Registered in terms of the Fertilizer, Farms Feeds, Agricultural remedies and Stock remedies Act, 1947 (Act No. 36 of 1947);
    - 10.1.1. Structural Pest Control
    - 10.1.2. Weed Control
  - 10.2. Registered in terms of the Agricultural Pests Act, 1983 (Act No. 36 of 1983)
    - 10.2.1. Beekeeper

- 10.3. Provide current Pest Control Operator's Certification for pest control operators currently appointed by the company.

**Deviation from the above requirements (Item 10.) during service shall constitute a service failure and may result in cancellation of the contract.**

**11. Provide three (3) references for similar work done** in the past three (3) years.

- 11.1. The bidder must also provide reference letters.
- 11.2. The letters must contain information on (a) Professionalism, i.e. service compliance level and incident response level or management; (b) Interpersonal skills, i.e. communication skills level between client and contractor; (c) Turn around/ completion timelines, i.e. response level to callouts and achievement of deadlines; (d) Satisfaction with the work done, i.e. rating service provider 1 – 5 (1 being very good, 2 good, 3 average and 4 bad and 5 being very bad). See Annexure B: Contactable References rating criteria as a guide.
- 11.3. The letters must be issued on bidder's client official letterhead.

**12. Provide treatment reports** which shall be duplicate and include:

- 12.1. Date and time of the visit;
- 12.2. Name and registration number of the pest control operator and a telephone number at which the pest control operator or the service provider can be reached for more information about the proposed agricultural remedies use;
- 12.3. Type of the visit, i.e. routine, call out or follow-up;
- 12.4. The locations inspected and or treated;
- 12.5. Evidence of pests and method used to identify pests;
- 12.6. The type of pesticides recommended for use and or treatment, including trade name, active ingredient(s), dilution used, registration number and quantity used. This shall include insecticidal soaps, plant based products such as pyrethrins, mint oil, rosemary, silica-gel dust, etc.;
- 12.7. The type of pest monitoring devices, mechanical (such as UV lights, electronic or wind propelled pest repellent devices and screens) and biological (owl, cats, etc.) control methods and plants used;
- 12.8. The hazards associated with pesticides intended to be used, and precautions that should be taken to minimize exposure to pesticides or its residues, including a statement that indicates the period following the use during which people should not enter the treated area (re-entry period);
- 12.9. Recommended sanitation or housekeeping measures to eliminate infestation;
- 12.10. A space where a facility or Departmental Representative can sign as acknowledgement of the treatment report.
- 12.11. Quarterly monitoring meeting with service provider.

A copy of the treatment report shall be left with the facility manager or Departmental representative immediately after treatment. **Failure to provide a treatment report shall constitute a service failure.**

**13. Design and generate service request forms** which shall include but not limited to:

- 13.1. Onsite inspection for evaluation of pest control needs, hygiene and sanitation requirements, housekeeping conditions and proposed repairs;
- 13.2. Remedial corrective, special, or emergency service;

**14. Maintain a pest control logbook** or file for each Hospital or departmental building or site. A sample of a copy of such logbook must be provided.

- 14.1.** These records shall be kept on-site and maintained on each visit by the Service Provider;
- 14.2.** Each logbook or file shall contain but not limited to the following items
  - 14.2.1.** Date and time of the visit;
  - 14.2.2.** Name and registration number of the pest control operator and a telephone number at which the pest control operator or the service provider can be reached for more information about the proposed agricultural remedies use;
  - 14.2.3.** Type of the visit, i.e. routine, call out or follow-up;
  - 14.2.4.** The locations inspected and or treated;
  - 14.2.5.** Evidence of pests and method used to identify pests;
  - 14.2.6.** The type of treatment method recommended and or pesticide treatment, including trade name, ingredient(s), registration number and quantity;
  - 14.2.7.** The hazards associated with pesticides intended to be used, and precautions that should be taken to minimize exposure to pesticide residues, including a statement that indicates the period following the use during which people should not enter the treated area (re-entry period);
  - 14.2.8.** Recommended sanitation or housekeeping measures to eliminate infestation

**15. Prepare and Submit** the following **reports** to the Departmental Representative on or not later than the 7<sup>th</sup> of each month:

- 15.1.** Monthly reports;
- 15.2.** Incident Reports;

The reports shall include but not be limited to:

**15.3. Health and Safety;**

- 15.3.1.** Information on periodic medical examination of pest control operators. Blood cholinesterase activity must be determined before contract starts or within 14 days of commencement of the Contract and at intervals not exceeding 2 (two) years thereafter. The number of operators with dermal, eye irritation and respiratory problems.
- 15.3.2.** Accident report and measures taken to prevent a reoccurrence thereof;
- 15.3.3.** Supply and usage of Personal Protective Equipment (PPE);
- 15.3.4.** Compliance with South Africa's Occupational Health and Safety Act.

**15.4. Operational report**

- 15.4.1.** A record of the pest control operators in operation, pesticides applied with information on treatment, including trade name, active ingredient(s), dilution rate used, registration number of the product, quantity used and hazards associated with pesticides, and precautions that should be taken to minimize exposure to pesticides or its residues, including a statement that indicates the period following the use during which people should not enter the treated area (re-entry period).
- 15.4.2.** Predominant types of pests per institution, pest routes, estimate pesticide quantity used per pest type, pest monitoring devices, estimated traps used per facility and pest type, and mechanical and biological control methods used per facility and pest type;
- 15.4.3.** Graphs indicating itemised pest control methods used and associated costs on monthly basis;
- 15.4.4.** Details of conditions per facility that promotes pest infestation;



## Post awarding requirements

### Mandatory Technical Requirements

#	Item	Comply	Non-Compliant
1.	<b>Pest control programme</b>		
1.1.	The successful bidder must have a comprehensive Pest Control Programme. <i>Provide a copy of the programme which contains</i>		
1.1.1.	Onsite inspection		
1.1.2.	Time frames for installation		
1.1.3.	Installation process		
1.1.4.	Master plan and documentation portfolio		
1.1.5.	Detailed information on the resources to be deployed to the site i.e. staff and equipment.		
1.1.6.	Proposed IPM programme inclusive of products and equipment and consumables to be used		
1.1.7.	Must provide a contingency plan in case of industrial action by employees.		
1.1.8.	Completion and handover process (in line with section 17)		
2.	<b>Provide proof of compliance with the following:</b>		
2.1.	Registered in terms of the Fertilizer, Farms Feeds, Agricultural remedies and Stock remedies Act, 1947 (Act No. 36 of 1947);		
2.1.1.	Structural Pest Control (Certified copy to be submitted)		
2.1.2.	Weed Control (Certified copy to be submitted)		
2.2.	Registered in terms of the Agricultural Pests Act, 1983 (Act No. 36 of 1983)		
2.2.1	Beekeeper (Certified copy must be submitted)		
3.	<b>Regulatory compliance throughout contract period</b>		
3.1.	The successful bidder must confirm compliance to Occupational, Health and Safety Act. Please provide your OHS Plan which includes:		
3.1.1	<i>OHS Policy,</i>		
3.1.2	<i>Scope of Works /Safe Works Procedure,</i>		
3.1.3	<i>Personal Protective Equipment (PPE) procedure,</i>		
3.1.4	<i>Injury on Duty (IOD) procedure,</i>		
3.1.5	<i>First Aid Certificates for every PCO (in compliance with section 3.6)</i>		
3.1.6	<i>Work at height Certificate (In compliance with section 3.7)</i>		
4.	Please provide letters of good standing from the relevant institutions/departments on:		
4.1.	Workman's Compensation, UIF and Provident Fund.		
5.	<b>Staff Uniform and Personal Protective Equipment (PPE)</b>		
5.1.	All personnel should wear acceptable contractor's uniform i.e. the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.		
5.2.	The successful bidder must ensure that employees are easily identified by providing nametags depicting company logo and name for their staff members i.e. company branded nametags.		
6	<b>Insurance</b>		
6.1.	The successful bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance (R5 million or more) must be handed to Departmental official upon commencement of the service.		
7.	<b>Service Improvement Program</b>		

7.1.	The successful bidder must, implement a continuous improvement programme for the service rendered to the Department. Pass on any possible environmentally friendly interventions resulting from this Programme to the Department. Conduct on-going research and development on the service/supply practices and any associated services on Integrated Pest Management.		
8.	<b>Service Provider Induction</b>		
8.1.	The successful bidder will be expected to attend an induction meeting within two (2) weeks after appointment where a formal handover will be conducted and be familiarized with Departmental site compliance requisites, policies and procedures prior to commencement of the service contract.		
8.2.	The successful bidder must bring list of staff to be deployed at the Department during induction with the following information: Name, Address, ID Number and confirmation that the staff does not have criminal records. <b>NB: The Department reserves the right to request removal of any personnel on site deemed not to be compliant with Department policies and procedures.</b>		

**Technical evaluation.**

All the bids will be evaluated on technical grounds. Bids scoring less than the minimum threshold of 70% will not be considered for the next stage of evaluation. The weighting of the technical criteria for measuring functionality, are shown in the table below:

		ent Score
1.	The bidder must submit a portfolio reflecting the resources available to execute the project.	60
1.1	<p><b>Vehicles</b> – proof of ownership of vehicles (registered in the company’s name) <u>or</u> leasing of a minimum required vehicles for a period of 3 years per bidding district.</p> <ul style="list-style-type: none"> <li>• Proof of ownership / letter of intent to procure vehicles (pre-approval from the bank) / letter of intent to lease or lease of required number of vehicles per bidding district = 20</li> <li>• No Proof of ownership / letter of intent to procure vehicles (pre-approval from the bank) / letter of intent to lease or lease of required number of vehicles per bidding district = 0</li> </ul> <p><b>NB: Ownership of vehicles: submit licence discs or lease agreement as evidence. Preliminary lease agreement can be entered into before the award of the current bid. See annexure B</b></p>	
1.2	<p><b>Total staff compliment</b> - minimum of permanent staff per bidding district with <b>certified</b> PCO (Structural, weed control and Bee Certificate) registration.</p> <ul style="list-style-type: none"> <li>• Total staff compliment with less than 3 required Certificate = (0)</li> <li>• Proof of employees with 3 required Certificate = 1 – 2 (5)</li> <li>• Proof of employees with 3 required Certificate = 3 – 6 (10)</li> <li>• Proof of employees with 3 required Certificate = 7 – 9 (15)</li> <li>• Proof of employees with 3 required Certificate = above 10 (20)</li> </ul> <p><b>NB: Submit organogram and or signed appointment letters. See annexure B</b></p>	
1.3	<p><b>Equipment</b> – A detailed list of equipment/ components that will be used for this project (description and pictogram)</p> <ul style="list-style-type: none"> <li>• <b>Pest control surveillance devices; Annexure C section 5</b></li> <li>• <b>Mechanical deterrent devices</b> (pictogram, coverage, sizes, SABS approved) Annexure C section 2</li> <li>• <b>Trap devices (Description, pictogram, coverage, sizes, SABS approved)</b> Annexure C section 3</li> <li>• <b>Pest control treatment (Description, pictogram, safety data sheets compliant with OHS &amp; GHS, active ingredients.)</b> Annexure C, section 4</li> <li>• <b>Inspections tools (section 2)</b></li> </ul> <p>Detailed list of equipment submitted with required information = 20 No list submitted / list submitted without required information = 0</p>	
2	<p><b>References</b></p> <p>Provide three (3) written letters from clients for whom similar projects were undertaken and are relevant to the Departmental needs. The information provided should be rated in line with <u>Annexure B: Contactable References rating criteria</u></p> <p>The reference letters must not be older than 3 months and references must be contactable and issued in the company’s letterheads.</p> <ul style="list-style-type: none"> <li>• 3 Contactable references compliant to specifications section 11 with a positive feedback = 10;</li> <li>• 2 Contactable references compliant to specifications section 11 with a positive = 5;</li> <li>• 1 Contactable references compliant to specifications section 11 with a positive = 1;</li> <li>• 2 Contactable references compliant to specifications section 11 with a negative = 0;</li> <li>• Non submission of references = 0;</li> </ul> <p><b>NB: Submit signed letters of references and Annexure A: Contactable Reference criteria rating</b></p>	10
3	<p><b>Experience of Management in the Pest Control Services Industry</b></p> <p>Submission of a CV of the <b>Contract Manager</b> for this contract. The <b>contract manager</b> must have.</p> <ul style="list-style-type: none"> <li>• A National Diploma NQF 6, PCO registration and at least 3 years’ experience in the pest control industry = 10 points</li> <li>• Three (3) years’ experience in the industry with no National Diploma NQF 6, but a PCO certification = 5 points.</li> <li>• Three (3) years’ experience in the industry with no Diploma or equivalent qualification, but without a PCO registration = 0 points.</li> <li>• The manager has no experience, a National Diploma, and a PCO registration = 0 points.</li> </ul>	10
4	<p><b>Quality Management Plan</b></p> <p>Provide a detailed quality management plan outlining the following:</p> <p>4.1. Key deliverable with time frames;</p>	10

	<p>4.2. Quality standards on pest control products and their installation;</p> <p>4.3. Quality control checklists (pre-inspection, treatment, post treatment, notification procedure and snag listing);</p> <p>4.4. Pest infestation tolerance threshold determination level, including bed bugs, flies, ants, cockroaches and rodents;</p> <p>4.5. Pest detection methods to monitor pest infestation levels.</p> <ul style="list-style-type: none"> <li>• Quality management plan (QMP) submitted which covers all aspects of the QMP = 10 points</li> <li>• QMP submitted with three to four of the aspects of the QMP above = 5 points</li> <li>• QMP submitted with one to two aspects of the QMP above = 1 points</li> <li>• If no plan submitted = 0</li> </ul>		
5	<b>Health and Safety Policy</b>	10	
	<p><b>Attach a copy</b> of a health and safety policy detailing what regulations the bidder will implement to enforce compliance to the OHS Act 85 of 1993 as amended. The policy should include:</p> <p>5.1. Procedures that will be implemented to ensure that the application of the pesticides will not affect the environment, (i.e., fauna and flora) and human health, (i.e., personnel, visitors and patients) <b>Attach a copy</b> of a detailed procedure;</p> <p>5.2. Procedures for management of poisoning of animals and human health, (i.e., personnel, visitors and patients) and environmental contamination. <b>Attach a copy</b> of a detailed procedure;</p> <p>5.3. Procedure to administer pesticides where applicable (incl. proposed pesticides, equipment, personnel and associated PPE). <b>Attach a copy</b> of a detailed procedure;</p> <p>5.4. Integrated pest management approach for the reduction of synthetic pesticides in the health institutions. <b>Attach a copy</b> of a detailed proposed approach inclusive of housekeeping, the use of alternative environmentally friendly non-chemical, biological and physical products.</p> <ul style="list-style-type: none"> <li>• Submission of detailed Health and Safety policy with all four detailed procedures = 10 points</li> <li>• Submission of detailed Health and Safety policy with two to three detailed procedures = 5 points;</li> <li>• Submission of detailed Health and Safety policy with one to two detailed procedures = 1</li> <li>• Submission of detailed Health and Safety policy with none of the four detailed procedures = 0</li> </ul>		
	<b>TOTAL POINTS ALLOCATED</b>	<b>100</b>	

**Annexure A: Contactable References rating criteria**

The bidder shall also provide a customer list indicating project type, dates, value and contact details so that the FS DoH may contact these companies directly for references.

*The bidder is required to provide three (3) written contactable references from previous and present customers/ clients in whom the customer/ client declare the following:*

Criteria	Below Expectations	Meets Expectations	Above Expectations
<b>Professionalism.</b>			
• Management of incidents of poisoning			
• Management of fatalities			
• Compliances to the OHS Act			
• Compliance to specifications			
<b>Interpersonal skills.</b>			
• Communication between client and service provider			
• Ability to interact with client			
• Advice to client.			
<b>Turn around/completion times.</b>			
• Achieving the deadlines.			
• Response time to callouts			
<b>Satisfaction with the work done</b>			
• Rating service providers 1 to 5. 1 is very good, 2 is good, 3 is average, 4 is bad and five is very bad			
• Overall Impression (i.e. would use again). Yes, Maybe, No.			

**Annexure B**

**NB: SERVICE PROVIDERS ARE ENCOURAGED TO COMPLETE THE TICK BELOW TO INDICATE THE DISTRICT THEY WISH TO BID**

District	Estimated No. of premises (Health Facilities)	Minimum Number of PCO	Minimum Number of Vehicles	Tick
Mangaung metro	62	3	3	
Xhariep	25	2	2	
Lejweleputswa	54	3	3	
Fezile Dabi	57	3	3	
Thabo Mofutsanyana	94	4	4	
All districts	292	10	10	

## Annexure C: Pest Control Costing

The bidder must provide a breakdown of the proposed service fee per listed items.

Cost per element	Cost per item
<b>1. Inspection costs (includes transport, consumables and operational costs per service). Once off inspection or on demand by institution per day.</b>	
<b>2. Installation of mechanical deterrent devices (Cost includes: device, delivery and installation)</b>	
2.1. Bird: requirement; Wind Powered Kit as a part of a complete Eagle Eye Optical Deterrent System	
2.2. Bird: requirement; Mains Kit (220V) – Connected to the Mains Power Supply Powered Kit as a part of a complete Eagle Eye Optical Deterrent System	
2.3. Bird: requirement; Solar Powered Kit – Includes a 10V Solar Panel Kit as a part of a complete Eagle Eye Optical Deterrent System	
2.4. Bird: requirement; Wind Powered Kit as a part of a complete Eagle Eye Pro-Peller Optical Deterrent System	
2.5. Insects: e.g. mosquitoes and flies; required devices = UV Insect light trap: Uses UV light to attract flying insects, and has a glue board that traps the flying insects.	
2.6. Bats:	
2.7. Snakes	
<b>3. Installation of trap devices for insect (i.e. flies, ants, fleas, cockroaches and moths), reptiles and rodent. Price will include delivery installation).</b>	
3.1. Flies	
3.1.1. Ants	
3.2. Cockroaches	
3.3. Moths	
3.4. Mosquitoes	
3.5. Insect screens for windows/doors/sliding doors price per square meter	
3.6. Rodents	
3.7. Bees	
3.8. Snakes (e.g. fencing price per square meter)	
3.9. Birds	
3.10. Nets per square meter	
3.11. Spikes per meter	
3.12. Bats (e.g. exclusions)	
3.13. Temper proof Bait Containers	
<b>4. Pest control treatment costs (includes transportation, consumables, operational costs per service and on demand basis) per square meter</b>	
4.1. Insects (Flying, crawling, stinging)	
4.2. Bees removal	
4.3. Rodents	

4.4. Termites	
4.5. Weed control (Price per square meter)	
4.6. Birds	
4.7. Bats	
4.8. Snakes: (e.g. repellents )	
4.9. Bait re-fill per container	
<b>5. Pest control surveillance devices in line with section 1.4.6</b>	
5.1. Surveillance camera	
<b>6. Maintenance of installed mechanical deterrent and traps, cost per day.</b>	
6.1. Repair, disposal and maintain service equipment including sanitary. Cost include transportation <ul style="list-style-type: none"> <li>• Deterrent devices &amp; traps</li> </ul>	

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## ANNEXURE D: SPECIAL CONDITIONS OF THE BID

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Bidders urged to read and take note of the following conditions applicable to this bid:

- These conditions will form part of the signed contractual obligation for the bidder. However, FS DoH reserves the right to include or waive the condition in the signed contract.
- FS DoH reserves the right to award a bid as a whole or per District.
- *FS DoH reserves the right to enter negotiations with the bidder(s) (i.e., before and after the contract is concluded) regarding inter alia price revisions, should it be deemed necessary,*
- *The Department reserves the right to negotiate a flat rate amongst the successful bidders should the differences in cost be determined as exorbitant or unfounded*
- The number of health facilities listed for a period of 3 years (36 months) not guaranteed. Please note that the number of health facilities can change during the contract period.
- FS DoH accepts that the bidder is sufficiently insured to replace all items lost due to theft, fire, floods etc. but while is under the contractor's possession and not delivered
- All provisions supplied under contract shall be subject to inspection and approval by designated personnel of the Department of Health, where and when available, at the point of delivery.
- The Department reserves the right to conduct inspections of the product and the premises of the supplier without prior notification at any working time during the contract period or prior to entering a contract. In the event of a deviation observed, the whole consignment shall be rejected.
- Successful bidders will be required to enter into Service Level Agreement with FS DoH.
- The bid may be awarded to multiple bidders to increase participation. The number of bidders to be awarded per District might depend on the number of health facilities.
- Should it be that there are no bidders that qualify for a particular District, the Department reserves the right to recommend any qualifying bidder to render services to that District
- Official orders will be placed during the contract period, as and when required.
- Unless the goods bear the SABS mark of quality, successful bids will be compelled to submit inspection certificates issued by the SABS with each consignment before such goods could be accepted and invoices paid.
- Delivery after receipt of an official order shall be strictly within agreed pest control service schedule unless there is a need for an emergency.
- Payment will be effected only after receipt of a detailed invoice and a signed delivery note to the nominated destination. Endorsed pest control report of the services rendered shall accompany the invoice.
- Prospective bidders must bid on ALL ITEMS listed in Annexure C
- The bidder/s shall indemnify the department herewith from any claim from a third party and all cost or legal expenses regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the bidder(s) or any other person that may result from or be related to the execution of this contract.
- The Department of Health reserves the right to appoint or not to appoint service provider(s).
- The Department of Health reserves the right to suspend / terminate the contract if the successful bidder/s does not comply with any stipulations contained in the contract.
- The Department of Health reserves the right to request further information from the bidder/s anytime.
- The Department of Health reserves the right to verify information and documentation of the bidder/s.
- The Department of Health reserves the right to make sure that the bidder(s) have at their disposal the necessary infrastructure to execute the contract to the satisfaction of the Department of

Health prior to the awarding of the contract.

- The Department of Health reserves the right to inspect the operation or any part thereof during the evaluation phase of the Bid.
- The Department of Health reserves the right to conduct site assessment visits to the shortlisted bidders when necessary.
- Successful bidders must advise the Contract Management Unit of the department of Health, immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.
- The administration and facilitation of the contract will be the responsibility of Contract Management Unit of the Health institution and all correspondence in this regard must be directed to the specific institution.
- Orders will be placed by various/selected health institution and will be responsible for the payment to contractors for pest control services rendered.

DECLARATION OF ACCEPTANCE	ACCEPT ALL
The Service provider declares to accept all the Special Conditions mentioned above, thus please indicate with a tick in the accept all.	
Signature _____ Date _____	

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.