



OFFICIAL SPECIFICATION FORM

Specification for:	PEST CONTROL SERVICES FOR THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA			
Directorate:	NARSSA			
Unit:	PRESERVATION			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	X
Departmental Assets	Yes		No	X
Item Description:				Quantity
The National Archives and Records Service of South Africa seeks to appoint a pest control service provider to render fogging services at the National Archives and Records Service of South Africa (NARSSA), 24 Hamilton Street, Pretoria. The service provider will conduct fogging treatments to eliminate rodents, dassies and rats that threaten archival records.				
1. TREATMENT OF RODENTS SUCH AS RATS AND MICE				
1.1. Ceiling at ground floor	Fogging the entire ceiling on the ground floor. The service provider must measure the appropriate space of the ground floor ceiling needed for fogging. To determine the required quantities.			
1.2. Perimeter spray for rats and mice	All banned chemicals such as DDT, Methyl bromide, and Hydrogen Cyanide must not be used in any of the facilities of the NARSSA.			
1.3.	Spraying must be limited to ground floor ceiling only. No spraying will be performed on floor areas unless approved by the DSAC Health and Safety Officer and the Project Manager.			
1.4.	Any treatment other than perimeter spray must be strongly justified, and proper advance notice must be provided to allow DSAC to seek appropriate advice on the proposed process and chemicals.			
1.5.	- No treatment shall be done while staff and clients are still in the buildings. - Buildings must be vacated by all staff / visitors before any treatment is conducted, except for staff supervising the service			





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	provider. Services that are conducted inside the buildings will be provided on Saturdays	
2. SUPERVISOR		
	NARSSA will provide a supervisor who will ensure that all services are carried out correctly and in line with these specifications.	1 supervisor
3. PROTECTIVE CLOTHING		
	All technicians servicing the facility must wear identifiable and appropriate protective gear.	Technicians serving the facility
4. SITE VISIT		
	All prospective applicants are required to attend a mandatory site inspection to assess the size of the space to be serviced.	
Requestor: Name (in print)	Signature	Date
Ms. Granny Makhubela	Signed by: Granny Makhubela Signed at: 2024-12-10 12:52:20 +02:00 Reason: I approve this document <i>Granny Makhubela</i>	
Director/ Delegate: Name (in print)	Signature	Date
Ms. Khanyi Ngcobo	Signed by: Khanyi Ngcobo Signed at: 2024-12-11 10:33:15 +02:00 Reason: I approve this document <i>Khanyi Ngcobo</i>	
Technical Enquiries: Name (in print)	Telephone Number	E-mail address
Ms. Granny Makhubela	0124413345	grannym@dsac.gov.za

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



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