



**APPOINTMENT OF A SERVICE PROVIDER FOR
OFFICE AND VEHICLES DISINFECTION AT
ICASA'S HEAD OFFICE**

1. PURPOSE

Appointment of a service provider in order to conduct office and vehicles disinfection at ICASA's Head Office, for a period of (12) months, from the 2 December 2021 to 1 December 2022.

2. SERVICE DEFINITION

The Independent Communications Authority of South Africa (ICASA) intends to outsource the services of office and vehicles disinfection services to external service providers at ICASA's Head Office in Centurion. Qualified and interested companies with a presence in the Gauteng Province, specialising in providing hygiene services are invited to submit a proposal to provide these services for ICASA's offices as mentioned below:

OFFICE	SERVICES
350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion Building size: 9320 square meters	- Office and Vehicles disinfection (monthly) - Office and Vehicles disinfection as and when required when a need arises
Contact persons	- Neftal Maluleke: 0 78 830 7778 - Sashin Devnarain : 081 281 9493

2.1. TECHNICAL MANDATORY

- Provide valid proof of Pest Controller Registered with Dept. of Agriculture, Land Reform and Rural Development previously known as Dept. Agriculture, Forestry and Fisheries.
- Provide certificate for waste management

3. SPECIFICATIONS

3.1. BUILDING

- Office Park Building: Block B and C
- Occupants: 310 staff members
- Vehicles : 29

4. SCOPE OF WORK

4.5 Office and vehicles disinfection

- 4.5.1 ICASA seeks to appoint a qualified service provider to render office and vehicle disinfection services for its Head Office, which includes but not limited to:
- the removal of dirt and impurities, including germs/viruses, from surfaces;
 - removing the germs/viruses, thereby decreasing their number and any risk of spreading infection;
 - to limit the survival of novel coronavirus in ICASA's office premises.
- 4.5.2 This is in line with the public recommendations made by the Department of Health and the National Institute of Communicable Diseases (NICD) to curb any potential spread of COVID-19 within the workplace.
- 4.5.3 The services are required on a **monthly basis** even in an event whereby they are COVID-19 cases.

4.6 Office disinfection

- 4.6.1 The offices and vehicles must be treated with a Steri-Fog solution, using a mechanical applicator/spray(s) that atomizes the solution and cover all surfaces. The solution must have a residual effect that provides continuous disinfection for 30 days. Where possible, hard surfaces must be wiped down and disinfected with the appropriate sanitization products.
- 4.6.2 Areas of treatment should include, but not limited to the offices, kitchens, boardrooms, meeting rooms, storerooms, filing rooms, library, main entrance areas, fire hydrant closets, toilets, cabling & pipe duct closets, and surrounding areas.
- 4.6.3 Mild and odourless chemicals and equipment used must be user - friendly, taking into consideration employees with respiratory medical conditions (e.g. asthma etc.).
- 4.6.4 The service provider should wipe high touch areas using a cloth with appropriate sanitizer or other related disinfectant (such as door frames, table tops, keyboards, mouse pads, telephones and air conditioner controllers).

- 4.6.5 In the restrooms disinfect and wipe all touch points with a cloth and sanitizers (toilet seats, flush handles, toilet rolls holders, soap, paper dispensers and hand blow dryers).
- 4.6.6 Apply knock down treatment to all areas using ULV Fogger or motorized sprayer to perform a total "volume application" e.g. all walls, carpets, tiles, skirtings on top of cupboards, cabinets, hidden corners and, shelves including all open spaces between furniture and fittings
- 4.6.7 Ensure all work top and hard areas are covered with the disinfectant mist.

4.7 Disinfection of vehicles

- 4.7.1 Wipe the interior of the vehicle e.g. steering wheel, dashboard, gears, seats, boot and arm rests, etc.;
- 4.7.2 Perform a total "volume application" within the vehicle ensuring all surfaces are covered with the disinfect mist;
- 4.7.3 Disinfect the exterior of the vehicle e.g. handles, windows and tyres;
- 4.7.4 All waste including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be disposed of in line with COVID-19 regulations.

4.8 Damages to ICASA property

- 4.8.1 In the case of damages to carpets, furniture, equipment, etc. resulting from the rendering of the cleaning service, the service provider undertakes to rectify/repair the damage immediately after notification by the Contract Section and/or Facilities division of the Authority. If the service provider fails to act after notification, ICASA will rectify the damages and costs will be recovered from the service provider.

4.9 Detailed methodology

- 4.9.1 A detailed methodology should be provided on how the disinfection process will be done including the disposal of waste as guided by NICD for workplace disinfection.
- 4.9.2 The appointed service provider should provide a certificate once the disinfection service has been conducted.

4.10 Office and vehicle disinfection compliance

- 4.10.1 The successful service provider will be required to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and regulations as amended, which includes, but not limited to:
- 4.10.1.1 Safety procedure with regard to wearing and use of PPE, equipment and machinery and disposal thereof;
 - 4.10.1.2 Procedure to identifying safety risk and resolving safety risk in workplace as required by law;
 - 4.10.1.3 The appointed service provider is responsible to ensure that the services rendered meet all Occupational Health and Safety requirements, at all times;
 - 4.10.1.4 The products to be used should be SABS approved disinfectants for viruses; including COVID-19 which kills 99.9% of all micro-organisms, bacteria, germs, and viruses while removing biofilm mould and organic residue;
 - 4.10.1.5 Abide with any other legislation relating to the provision of OHS services, employment practices and (e.g. Electricity Act, OHS Act, SANS standards, SABS specifications, Codes of Practice etc.);
 - 4.10.1.6 An MSDS/safety data sheet on products to be used should be provided prior the commencement of the service;
 - 4.10.1.7 Follow the directions on the product label, e.g. some disinfectants require more time to kill the virus than others.
 - 4.10.1.8 Avoid cross contamination and the movement of bacteria from one surface to another;
 - 4.10.1.9 Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash;
 - 4.10.1.10 Gloves and gowns should be compatible with the disinfectant products being used.
 - 4.10.1.11 Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash;
 - 4.10.1.12 Gloves and gowns should be removed carefully to avoid contamination of the cleaning staff and the surrounding area;
 - 4.10.1.13 Be sure to clean hands immediately after removing gloves, by washing hands with soap and water for 20 seconds or with an alcohol-based hand sanitizer, containing a minimum of 60% alcohol;

4.10.1.14 Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

4.11 Additional Notes

4.11.1 Cleaning materials and chemicals (with a minimum of 70% alcohol) shall not pose a health risk to personnel or clients and shall be cost-effective;

4.11.2 All products supplied must be environment friendly.

5. SPECIAL CONDITIONS

5.1. It is a MANDATORY condition to this RFQ that any damages caused by the successful service provider during maintenance or replacement of any equipment, the cost of repairs, including damaged walls, will be recouped from the successful service provider.

5.2. The successful service provider/s are expected to provide training to a 3rd party (on site cleaning company) to replenish consumables regularly, especially in high volume consumption buildings.

5.3. The successful SERVICE PROVIDER shall at its own cost maintain public liability insurance for accidents, injury or death during the execution of its contract. Proof of such valid insurance must be submitted with bid before closing time.

5.4. The service provider will at all times use good quality materials and in accordance with SABS specification.

5.5. Any electrical equipment used must comply with SABS, SANS and CKS specifications/certification requirements or equivalent. (Compliance certificate(s) must be submitted/attached)

5.6. All installations and removals of the equipment will be subject to written consent from ICASA. The successful service provider is liable for any damages of the premises when equipment is to be removed. The successful service provider will be responsible for any repairs, which includes but not limited to the replacement of wall tiles, patching/fixing drilled holes etc. to the premises (where applicable).

5.7. Where necessary, all batteries to be provided and replaced by the service provider, at their own cost.

5.8. Service provider must submit material safety data sheet for treatment of chemicals to be used in the provision of hygiene services.

5.9. Contracted service provider will be expected to supply a plan of training and skills transfer to 3rd party staff in the replenishment of consumables, e.g. cleaning staff.

5.10. ICASA reserves the **right to reduce quantities** and assets, due to budgetary constraints or **any expansion** i.e. if new vehicles are procured or old vehicles are disposed.

6. CONTRACT PERIOD

6.1. Although within the discretion of ICASA, the minimum period that will be given to the successful SERVICE PROVIDER will be twelve (12) months.

6.2. A Service Level Agreement will be signed between ICASA and the successful SERVICE PROVIDER

7. ADDITIONAL REQUIREMENTS

The information supplied in this RFQ will form the basis of a contract with the successful SERVICE PROVIDER and will be legally binding.

8. SITE VISITS

Service providers may visit ICASA premises per appointment. To arrange an appointment kindly liaise with Neftal 078 830 7778. For enquiries arrange with Sashin 081 281 9493.

9. INSURANCE

9.1. Without limiting the obligations of the service provider in terms of this Agreement, the service provider shall effect and maintain the following insurances, covering:

9.2. Public liability insurance, in the name of the service provider, covering the service provider and ICASA against liability for the death of / or injury to any person, or loss of / or damage to any property, arising out of / or in the course of this agreement.

9.3. The service provider shall insure all its own possessions and equipment kept on the premises, in its own name.

9.4. All insurance must remain in force for the duration of this agreement

9.5. The service provider hereby guarantees that it shall make the necessary submissions of insurance to the satisfaction of the ICASA (copies of which policies shall be provided to the ICASA annually, within 7 (seven) days of

awarding/acceptance of this contract, as proof that the required insurances exist and that it will comply with all terms, requirements and conditions in respect of insurance applicable to this agreement.

10. Compliance with Legislation

- 10.1.** The successful service provider, tendering on items where labour and/or equipment are included, shall enter into an agreement with ICASA, indemnifying ICASA from the provisions of the Health and Occupational Safety Act (85 of 1993);
- 10.2.** The service provider is to ensure compliance with the provisions of the OHS Act & all relevant regulations, by all employees of theirs & other contractors on the site. The service provider shall provide a suitable **comprehensive health and safety work plan** appropriate for the contract tendered for. All equipment to be kept in good and safe working condition at all times and to comply with all safety regulations, including all extension cords, etc.
- 10.3.** The service provider shall register with the Department of Labour under Sectoral Determination 1: Contract Cleaning Sector, South Africa (Government Gazette No. 32741 and/or 29385), or an applicable sector within the Hygiene Services.
- 10.4.** The service provider shall describe the firm's quality control system and demonstrate briefly that the firm has established adequate quality control policies and procedures that comply with international standards such as ISO 9000.
- 10.5.** The service provider shall supply and use only non-hazardous solvents preferably of a biodegradable and environmentally friendly nature. Where hazardous chemical substances are to be used these shall be submitted together with their chemical data sheets as required by the relevant regulations contained in the Occupational Health and Safety Act (Act 85 of 1993).

PRICE SCHEDULE: OFFICE AND VEHICLES DISINFECTION

Disinfection services (office and vehicles to be rendered monthly)

Description	Rate per square meter	Total
Office disinfection (9320 square meters)		

Vehicle type	Quantity	Total
Polo Vivo	3	
Toyota Quantum	1	
Bakkies	22	
Corsa utility	1	
Ford Everest	2	
Total	29 vehicles	

TOTAL Services are rendered Monthly (Office + Vehicles)	
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GRAND TOTAL: Total Contract Price for Provision of Disinfection (Office and Vehicles) services Annually	
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