

SharePoint

Hlongwane Jabulani • ?



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

KZN HEALTH

## KZN Health Intranet

HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

AdvertQuote



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

### Quotation Advert

Opening Date:	2021-12-03	<input type="text"/>
Closing Date:	2021-12-10	<input type="text"/>
Closing Time:	11:00	

**INSTITUTION DETAILS**

Institution Name:	Head Office Quotations	<input checked="" type="checkbox"/>
Province:	KwaZulu-Natal	
Department or Entity:	Department of Health	
Division or section:	Central Supply Chain Management	
Place where goods / services is required	Head Office	
Date Submitted	2021-12-03	<input type="text"/>

**ITEM CATEGORY AND DETAILS**

Quotation Number:	ZNQ: HOH/0979/22	
Item Category:	Services	<input checked="" type="checkbox"/>
Item Description:	Appointment of service provider: Pest control@ Head Office	
Quantity (if supplies)		

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type:	Not Applicable	<input checked="" type="checkbox"/>
Date :		<input type="text"/>
Time:		<input type="text"/>
Venue:		<input type="text"/>

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO: 310 Jabu Ndlovu street, PMB 3201 (Old boys Model School)

**ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:**

Name:	Jabulani Hlongwane
Email:	jabulani.hlongwane@kznhealth.gov.za
Contact Number:	033 815 8345
Finance Manager Name:	Mrs N Mapfumulo

Finance Manager Signature:

No late quotes will be considered



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER ..... DATE.....  
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	2yrs	Appointment of service provider: Pestcontrol Service @ Head Office Buildings for 24 months See Attached Specification				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: <u>Jabulani Hlongwne</u> ..... Tel: <u>033-815 8345</u> .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>MD Muhondo</u> ..... Tel: <u>033 395 2349</u> .....
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**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....   | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ):..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. If so, furnish the following particulars:  
 Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed:.....  
 Position occupied in the state institution: ..... Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

2.12.1. If so, furnish particulars:.....

**3. Full details of directors / trustees / members / shareholders.**

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means –

- |   |   |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces; or |
|   | e) Parliament.  |

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

**2. CHANGE OF ADDRESS**

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
  - (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

**4. SAMPLES**

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**5. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

5.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  will not take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: ..... Signature: ..... Date: .....
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## 6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, *it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.*
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, *the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.*

## 9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

## 10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 11. PENALTIES

- 11.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

## 12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

**FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**

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

This preference form must form part of all quotes 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 quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	<b>POINTS</b>
<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 quote, 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 quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<b>WITNESSES</b>	
1.	.....
2.	.....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
DATE: .....
ADDRESS..... ..... .....



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### SPECIFICATION

#### APPOINTMENT OF A SERVICE PROVIDER TO RENDER FUMIGATION / PEST CONTROL SERVICE AT DEPT OF HEALTH -HEAD OFFICE BUILDINGS FOR A PERIOD OF TWO YEARS

#### 1 Service Requirements

- 1.1 The Department of Health: Head Office is inviting suitably qualified professional service providers to quote for the provision of Integrated Pest Control Management Service to its Head Office Buildings, for a period of two years.
- 1.2 The successful service provider is expected to provide a service that manages different types of pests, e.g.
  - Rodents
  - Creepy crawlies/ critters
  - Flying insects

#### 2 Description of sites

##### 2.1 Natalia Building : 330 Langalibalele Street, Pietermaritzburg, 3201.

- The building has North and South Towers, undercover and open plan parking.
- Lower Basement (-2): RDMS Archives, Treasury Archives, HR Archives Approximately 1000m<sup>2</sup>.
- Basement (-1) : Security Foyer, Undercover Parking, Registry Office, Kitchenettes, ablution facilities, Printing Room, Maintenance Office, Cleaners Rest rooms, SITA Offices and Lift Lobbies. Approximately 2500m<sup>2</sup>
- Ground Floor & West Wing: Main Entrance Foyer, Security Offices, Security Guard House, Voucher Control, Exhibition, Cleaning Services Office, Switchboard, Revenue Office, Ex -Gambling Board Offices, Corporate Communications Offices, Ablution facilities. Approximately 2552 m<sup>2</sup>.
- 1<sup>st</sup> Floor & West Wing: Auditorium, MEC Suite, Boardroom, kitchenettes, ablution facilities, corridors, store rooms, Open plan and individual offices. Approximately 3041 m<sup>2</sup>.
- 2<sup>nd</sup> Floor & West Wing: MEC Suite, passages, open plan and individual Offices, kitchenettes, store rooms, ablution facilities. Approx. 1010m<sup>2</sup>
- 3<sup>rd</sup> - 16<sup>th</sup> Floors: Passages, Open plan and closed offices, store rooms, boardrooms, kitchenettes, ablution facilities. Each floor is ±892m<sup>2</sup>.

- The total area is approximately 12488m<sup>2</sup>

Total space occupation including open parking is: ±25000m<sup>2</sup>

**2.2 Old Boys Model School Building: 310 Jabu Ndlovu Street, Pietermaritzburg, 3201.**

- The building has Boardrooms, open plan and closed offices, Archives, kitchenettes, store rooms, ablution facilities and parking.
- Total space is approximately 4000m<sup>2</sup>.

**2.3 Orthopedics Services (Old Grey's Hospital Complex) : 230 Prince Alfred Street, Pietermaritzburg, 2301.**

- The building has open plan and closed offices, storerooms, kitchenette, and ablution facilities.
- Total space is approximately 1000m<sup>2</sup>

**2.4 HAST Unit Offices (Old Grey's Hospital Complex): 230 Prince Alfred Street, Pietermaritzburg, 3201.**

- The building has open plan and closed offices, Boardroom, storerooms, kitchenette, and ablution facilities.
- Total space is approximately 1200m<sup>2</sup>

**2.5 Central Provincial Stores (CPS): 200 Mayors walk, Pietermaritzburg, 3201.**

- The building has open plan and closed offices, warehouses, storerooms, kitchenette, ablution facilities, open plan parking.
- Total space is approximately 1200m<sup>2</sup>.

**2.6 Iris Marwick Building: Townhill Hospital Complex, Hyslop Road, Pietermaritzburg 3201.**

- The building has open plan and closed offices, open passages, Boardroom, auditorium, archives, storerooms, kitchenette, ablution facilities and open /covered parking.
- Total space is approximately 3000m<sup>2</sup>

**3 Operational conditions**

- The rendering of Pest Control Services for a period of three years in and around the premises of all Head Office Buildings, as indicated.
- Necessary initial inspections and treatment to bring under control any existing infestation by rodents, creepy crawlies, flying insects, critters, and many more.
- Monthly inspections of all pest harbourages and the like.
- Identifying of pest infestations and specific pest species and treatment thereof.
- Apply suitable remedy by using environmentally friendly controls.
- Carry out frequent routine inspections to ensure the prevention of possible pest infestations.

<b>Crawling insect treatment</b> <ul style="list-style-type: none"> <li>Preventative measures should be taken to prevent insects from re-nesting.</li> <li>Spray with South African Bureau of Standards approved chemicals.</li> <li>Chemicals used for spraying inside the buildings should be odourless and not harmful to humans.</li> </ul>	Monthly
<b>Flying insects treatment and control</b> <ul style="list-style-type: none"> <li>Preventative measures should be taken to prevent insects from re-nesting.</li> </ul>	Monthly
<b>Bird lice treatment</b> <ul style="list-style-type: none"> <li>Removal of birds' nests</li> <li>Preventative measures to be taken to prevent birds from nesting</li> <li>Fumigation should take place when nest is found and ten (10) days thereafter to tackle previously unhatched mites</li> </ul>	Monthly
<b>Identification</b> <ul style="list-style-type: none"> <li>Conduct the identification for all trouble spots and make proper interventions to resolve.</li> <li>Service reports to be handed to Departmental Facilities Management.</li> </ul>	Every six months

## 6 Compliance to Minimum Standards

Item No	Description	Yes	No	Comments
6.1	<b>South African Pest Control Association</b>			
	<ul style="list-style-type: none"> <li>The service provider must be registered in terms of the Fertilizers, farm feeds agricultural remedies and stock remedies (Act 36 of 1947) Pest Controller Regulations.</li> <li>Proof thereof, a valid copy of the registration must be attached to the Bid.</li> </ul>			
	<ul style="list-style-type: none"> <li>All Pest Control Operators that the service provider supplies to render the service must be registered as Pest Control Operators in terms of</li> </ul>			

	the Fertilizers, farm feeds agricultural remedies and stock remedies ( Act 36 of 1947) section 2 (2) , and must possess a level 2 SAQA ( South African Qualification Authority) qualification or a relevant AgriSETA qualification.			
<b>6.2</b>	<b>Scope of work</b>			
	<ul style="list-style-type: none"> <li>• The prospective service provider is expected to undertake pest control and fumigation of office areas within the Head Office Buildings premises i.e during working hours between 07h30 until 16h00, on a monthly basis.</li> <li>• Fumigation to be undertaken with full finding reports to be forwarded to the Facilities Manager who will endorse the reports, on monthly basis.</li> <li>• All pesticides, insecticides and fumigation material to be used must be compliant to South African Bureau of Standards Code of Practice and Department of Agriculture approved.</li> <li>• All Pest control services are to be undertaken in compliance with Occupational Health &amp; Safety Act 85 of 1993.</li> </ul>			
<b>6.3</b>	<b>Minimum Wages</b>			
	<ul style="list-style-type: none"> <li>• It is expected that the Bidder shall pay his/ her employees at least the minimum monthly basic wage, as prescribed by the Labour Relations Act, 1995 ( Act No. 66 of 1995). The wages must be in line with the grades which the Pest Control operators have acquired at the time of deployment at the Health sites.</li> </ul>			
<b>6.4</b>	<b>Oath of secrecy and vetting</b>			
	<ul style="list-style-type: none"> <li>• Site Managers, supervisors and pest control operators are</li> </ul>			

	<p>prohibited from reading documents or records in offices or handling thereof.</p> <ul style="list-style-type: none"> <li>No information concerning the state's activities may be furnished to the public or media by the contractor or any of his/ her employees.</li> </ul>			
<b>6.5</b>	<b>Pest Control Operators</b>			
	<ul style="list-style-type: none"> <li>Pest control operators provided to render the service must be trained in accordance with the AgriSETA or SAQA Standard and at SAQA accredited centres.</li> <li>Pest control operators must understand and be able to implement the Fertilizers , Farm Feeds Agricultural remedies and Stock remedies ( Act 36 of 1947)</li> <li>The Department of Health reserves the right to screen and interview the Pest Control Operators supplied to render the service within seven (07)days after commencement of the service and verbally request immediate replacement should he/she not meet the criteria or perform to the accepted standard.</li> <li>The Bidder must submit a recent SAPS Criminal Record Centre record Clearance Certificate ( at his/ her own expense) to the Department of Health Security Manager in respect of all personnel he/ she supplies to render the service, within fourteen (14) days after commencement of the service.</li> <li>At all times pest control operators must present an acceptable image and appearance which includes uniform, grooming and other requirements.</li> <li>The site managers, supervisors and pest control operators must at all times present a dedicated attitude.</li> <li>Under no circumstances will pest control operators be allowed to</li> </ul>			

	<p>trade on the premises.</p> <ul style="list-style-type: none"> <li>The contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever, in or to the Department's Buildings or sites or any parts thereof, without written consent. The contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable. Any such action will be addressed/ corrected at the contractor's cost.</li> </ul>			
<b>6.6</b>	<b>Emergency situations</b>			
	<ul style="list-style-type: none"> <li>The bidder must have a well-established and equipped 24 hour pest control or contact service for emergency requirements</li> <li>Bidder must undertake to provide reasonable number of personnel required for the rendering of services at the site during emergency situations.</li> </ul>			
<b>6.7</b>	<b>Assumption of duty</b>			
	<ul style="list-style-type: none"> <li>Bidders must be in a position to assume duty within four (04) weeks after the acceptance of Tender.</li> </ul>			
<b>6.8</b>	<b>Price escalation Fees</b>			
	<ul style="list-style-type: none"> <li>Escalation fees will be effected on every anniversary and consistent with the CPI rate.</li> </ul>			
<b>6.9</b>	<b>Pest control service</b>			
	<ul style="list-style-type: none"> <li>The quality of the service to be rendered must be in accordance with the acceptable standard of the trade concerned.</li> <li>It is the responsibility of the contractor to ensure that personnel in his/ her service and especially those deployed at the</li> </ul>			

	<p>Health Department meet the requirements at all times.</p> <ul style="list-style-type: none"> <li>• All possible steps shall be taken by the contractor to ensure that the contract, intended execution of this agreement will take place. These steps include inter alia, the following: <ul style="list-style-type: none"> <li>a) The protection of state officials from injury, death or any other offenses, including offenses referred to in all Schedules of the Criminal Procedure Act, 1977 ( Act 51 of 1977):</li> <li>b) The protection of state property at the intended sites and the protection of said property against damage, vandalism or theft:</li> <li>c) The protection of information, and</li> <li>d) Ensure that there is no interruption of the Department of Health business processes.</li> </ul> </li> </ul>			
6.10	<b>Inspections</b>			
	<ul style="list-style-type: none"> <li>• The Department of Health retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the specification and the conditions.</li> <li>• The Department of Health retains the right to require from the contractor that any of his/ her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site forthwith. The Department will not be held responsible for any damages or claims which may arise because of this and is indemnified against such claims and legal expenses.</li> </ul>			



6.11	<b>Contractual obligations</b>			
	<ul style="list-style-type: none"> <li>The contract is for a period of three years subject to annual reviews and the Department of Health reserves the right to terminate the contract at any state with one (01) month's written – notice, should the Department feel that the service rendered is unsatisfactory. This will be done in line with National Treasury Regulations.</li> </ul>			

**7 Scheduling of Prices**

- Costs to include travelling and call out fees
- Price Escalation fees will be effected on every anniversary and must be consistent with CPI rate.

**7.1 Natalia Building**

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl.)	Year amount (VAT incl.)
Natalia Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount ( VAT incl)
Natalia Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects /critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

#### 7.1.1 Two Year Total for Natalia Building

Year 1	R
Year 2	R
Total	R

#### 7.2 Old Boys Model School Building

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl. )	Year amount ( VAT incl.)
Old Boys Model School Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct</li> </ul>	Every six			

	identification	months			
			Total		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount (VAT incl)
Old Boys Model School Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects /critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

### 7.2.1 Two Year Total for OBMS Building

Year 1	R
Year 2	R
Total	R

### 7.3 Orthopedics Building

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl.)	Year amount (VAT incl.)
Orthopedics Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			

	• Flying insects treatment and control	Monthly			
	• Bird lice treatment	Monthly			
	• Conduct identification	Every six months			
			Total		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount (VAT incl)
Orthopedics Building	• Rodent Bait stations servicing	Monthly			
	• Crawling insects /critters treatment	Monthly			
	• Flying insects treatment and control	Monthly			
	• Bird lice treatment	Monthly			
	• Conduct identification	Every six months			
			Total		

### 7.3.1 Two Year Total for Orthopedics Building

Year 1	R
Year 2	R
Total	R

7.4 HAST Unit Building

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl. )	Year amount ( VAT incl.)
HAST Unit Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			<b>Total</b>		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount ( VAT incl)
HAST Unit Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects /critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			<b>Total</b>		

7.4.1 Two Year Total for HAST Unit Building

Year 1	R
Year 2	R
Total	R

7.5 Central Provincial Store (CPS)

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl.)	Year amount (VAT incl.)
CPS Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount (VAT incl)
CPS Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects /critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			

	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

**7.5.1 Two Year Total for CPS Building**

Year 1	R
Year 2	R
Total	R

**7.6 Iris Marwick Building**

Year 1					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount (VAT Incl. )	Year amount ( VAT incl.)
Iris Marwick Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects / critters treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Flying insects treatment and control</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Bird lice treatment</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Conduct identification</li> </ul>	Every six months			
			Total		

Year 2					
Name of Building	Description of Service	Frequency	Amount per square metre	Monthly amount	Year amount ( VAT incl)
Iris Marwick Building	<ul style="list-style-type: none"> <li>Rodent Bait stations servicing</li> </ul>	Monthly			
	<ul style="list-style-type: none"> <li>Crawling insects</li> </ul>	Monthly			

	/critters treatment				
	• Flying insects treatment and control	Monthly			
	• Bird lice treatment	Monthly			
	• Conduct identification	Every six months			
			Total		

### 7.6.1 Two Year Total for Iris Marwick Building

Year 1	R
Year 2	R
Total	R

### 8 Grand Total

	Natalia Building	Old Boys Model School	Orthopaedics Building	HAST Unit	CPS Building	Iris Marwick	Grand Total R
Year 1							
Year 2							
Total (R)							

### 9 Bid Evaluation

If the Bidder does not comply fully with each of the Pre-qualifying criteria and administrative criteria (including submitting all information as required), it shall be regarded as non-compliance and the Bid shall be disqualified. Unanswered questions will be regarded as "Not Comply".

#### 9.1 Pre-qualification criteria

Requirement	Yes	No	Required Document
A company must be a Level 1 B-BBEE contributor and EME or QSE			B-BBEE status level verification certificate confirming B-BBEE Level 1 Contributor / sworn in affidavit and confirmation of being an EME or QSE



## 9.2 Administrative criteria

Requirement	Method of verification	Yes / No
Registration as employer with the Compensation Commissioner	Proof thereof, in the form a valid certified copy of registration must be attached to the Bid.	
Unemployment Commissioner (UIF)	Proof thereof, in the form a valid certified copy of registration must be attached to the Bid.	
Company Registration with SAPCA ( South African Pest Control Association) and / or PCISB (Pest Control Industry Services Board) or equivalent.	Proof thereof, in the form a valid certified copy of registration must be attached to the Bid.	

## 9.3 Functionality Criteria

Qualifications	Weight	Scoring Criteria
Company profile which details the years of operation. At least years' experience in providing pest control services	50	3 and more years = 50 1 to 2 years = 30 Less than 1 year = 0
Provide at least three or more references. Attach reference letters as proof.	50	3 and more =50 2=30 1 = 10
<b>TOTAL</b>	<b>100</b>	

The score will be converted to a percentage and only Bidders to have met or exceeded the minimum threshold of 70 points for functionality will be evaluated and scored in terms of pricing and socio economic goals as indicated.

## 10 Returnable Documents

Bidders are requested to attach the following documents together with their proposal on the closing date of the Bid.

1	Certified Copy of B-BBEE status verification Certificate	
2	Valid PIN Status from SARS, valid for a minimum of 12 months	
3	Company Profile	
4	Proof of registration with Central Suppliers Database (CSD)	
5	Completed Tender Document with all required attachments	