



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 03/02/2023
Closing Date: 10/02/2023

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Appelsbosch Hospital
Province: KwaZulu-Natal
Department of entity: Department of Health
Division or section: Supply Chain Management
**Place where goods/
service is required:** Appelsbosch Hospital
Date Submitted: 03/02/2023

ITEM CATEGORY AND DETAILS

Quotation number: APP 295/22-23
Item Category: Services
Item Description: Pest Control Services for All Clinics
Quantity (if supplies): 07

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Meeting
Date: 07/02/2023 & 08/02/2023
Time: 11h00 a.m.
Venue: CLINICS

QUOTES CAN BE COLLECTED FROM: KZN HEALTH WEBSITE

QUOTES SHOULD BE DELIVERED TO: Appelsbosch Hospital Tender Box Next to Guard House @ R614 Wartburg Road, Ozwathini, 3242

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Mr PI Zondi
Email: Phumlani.zondi@kznhealth.gov.za **Contact number:** 0322948094

Finance Manager Name: Ms A Qebeyi **Finance Manager Signature**

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT APPELSBOSCH HOPITAL

DATE ADVERTISED: 03/02/2023 CLOSING DATE: 10/02/2023 CLOSING TIME: 11:00

FACSIMILE NUMBER: 032 294 8094 E-MAIL ADDRESS: appelsboschquotes@gmail.com

PHYSICAL ADDRESS: R614 WARTBURG ROAD, APPELSBOSCH MISSION, OZWATHINI, 3242

QUOTE NUMBER: ZNQ / APP / 295 / 22 - 23

DESCRIPTION: PEST CONTROL SERVICES FOR ALL CLINICS

CONTRACT PERIOD: 12 MONTHS VALIDITY PERIOD 60 Days SARS PIN:

(if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

M	A	A	A						
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UNIQUE REGISTRATION REFERENCE

							-			-				-												
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DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

.....

.....

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODENUMBER.....

CELLPHONE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER (if VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES	NO
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

DESCRIPTION: PEST CONTROL SERVICES FOR ALL CLINICS

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.	07	PEST CONTROL SERVICES FOR ALL CLINICS (12 MONTHS CONTRACT)				
		BAMBANANI, EFAYE, EMTULWA, CRAMOND, GCUMISA, MAYIZEKANYE & EMBAMBEDWINI				
		BAMBANANI, EFAYE & EMTULWA SITE INSPECTION WILL BE ON 07/02/2023				
		GCUMISA, MAYIZEKANYE, CRAMOND & EMAMBEDWINI SITE INSPECTION WILL BE ON 08/02/2023				
		SPECIFICATION ATTACHED!!!				
VALUE ADDED TAX @ 15% (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., 1day, 1week

<p>Enquiries regarding the <u>quote</u> may be directed to:</p> <p>Contact Person:Tel:.....</p> <p>E-Mail Address:</p>	<p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person:Tel:.....</p>
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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. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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:

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 consortium² 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 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.

.....
Name of Bidder

.....
Signature

.....
Position

.....
Date

¹ 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 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.

GENERAL CONDITIONS OF CONTRACT

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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (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*
- (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. 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.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialed; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfill their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. 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.
- 6.2. **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.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 7.1. 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 take place
 - (ii) Date / / Time : Place

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

- 8.1. 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.

9. SUBMISSION AND COMPLETION OF SBD 6.1

- 9.1. 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.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. 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.**
- 10.2. 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.**

11. TAX INVOICE

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

12. PATENT RIGHTS

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.

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. 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.

14. TERMINATION FOR DEFAULT

- 14.1. 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.
- 14.2. 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.
- 14.3. 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.

15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

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:

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

- 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:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = 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 applicable box)

(Tick

YES		NO	
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7.1 Will any portion of the contract be sub-contracted?

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		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 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-BBE 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

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



Institution name:

COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T

1. Supplier Submits Written Complaint / Objection

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

2. Institution Prepares Written Response to Complaint

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

Complaints or objections should be directed to:

Responsibility Manager:

Email Address:

APPELSBOSCH HOSPITAL
PEST CONTROL SPECIFICATION

MODEL CONTRACT BID SPECIFICATIONS

Note: Italics indicate instructional language for the Purchasing Officer developing specifications, or suggested specifications which the Hospital may wish to modify according to its individual needs. Items in italics or in parentheses following blanks indicate suggestions for customizing your policy statement.

DESCRIPTION OF SERVICES

Introduction. The purpose of this bid is to provide APPELSBOSCH HOSPITAL with a source to provide pest management services at the prices offered herein, for the term of the agreement and any renewal periods. It is the policy of APPELSBOSCH HOSPITAL to use Integrated Pest Management (IPM) as the strategy for control of pests in and around facilities. The following description of services details the HOSPITALS understanding of the scope and content of IPM services as it will apply to HOSPITAL property. Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with the HOSPITAL. Failure to comply with the specifications may provide grounds for termination of the contract agreement. Bids should reflect not only the expected costs to the Contractor of providing basic pest control services, but also the costs of providing supplementary services such as reporting, emergency treatments, in-service training and quality control activities.

BID REQUIREMENTS

Site Visits: Bidder is required to inspect all premises to be covered in the contract and render a bid detailing specific charges for each of the listed sites/facilities. Bidders may examine the facilities *Monday through Friday between the hours of _____ 7:30am and 4:00 p.m.* by calling _____, at _____-____-____. Bids will not be accepted from prospective Contractors who have not conducted site visits prior to submitting their bids.

Qualification of bidders:

1. Bids shall be considered only from Bidders who, in the judgment of the District, are regularly established in business, financially responsible, able to

show evidence of satisfactory past performance, and ready, willing and able to render prompt and satisfactory services.

2. Each contractor shall furnish, with his bid, documentation specifically stating: (1) that his company has been in business for at least (5) years; and (2) that he has available under his direct employment and supervision the necessary personnel, organization and facilities to properly fulfill all the service and conditions required under these specifications.

3. Each contractor shall complete the References section of this bid and list customers who have contracts for service similar to that specified.

4. The District may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this Section may also occur at any other time during the effective period of this contract, or any extension/renewal thereof.

References. The references section must be filled out completely. Failure to do so, or references giving unsatisfactory recommendations, may be reason to disqualify the bid. If the references given are not, in the opinion of the District, applicable to a contract of this magnitude, the District may contact other firms with whom the bidder has or is currently providing services as a means of validating compliance or proving noncompliance with the references requirement.

Please list three (3) references of comparable size to _____ (district name) that have used your pest control services on a regular basis within the past year (preferably educational institutions).

Company Name: (1)

Person to Contact _____

Company Address _____

City, _____

Telephone _____

Company Name: (2)

Person to Contact _____

Company Address _____

City, _____

Telephone _____

Company Name: (3)

Person to Contact _____

Company Address _____

City, _____

Telephone _____

Board Certified Entomologist. Preference shall be given to bidders with a trained entomologist or access to one as a consultant. A board Certified Entomologist

(B.C.E.) is a person with formal training in entomology whose expertise has been examined and certified by the Entomological society of America. (For more information

about B.C.E.s in your area, contact the Entomological Society of America at 9301 Annapolis Road, Suite 300, Lanham, MD 20176-3115 Does your company have a Board

Certified Entomologist on staff? _____ YES UP NO

If the answer is NO, please provide the name and address of the consulting entomologist that your company uses:

Name:

N/A

Address: _____

City: _____

Phone: (____) ____-_____

Questions. If there are any questions regarding this bid or should a conflict of terminology on this bid arise, please contact , *Coordinator of Purchasing*, at (*phone*), or , *IPM Coordinator*, at (*phone*) for clarification or issuance of an official addendum to resolve any conflicts. Specifications not listed in this bid or not included in official addenda are not applicable to this bid.

SCOPE OF WORK

Description of Services. The Contractor shall provide a comprehensive Integrated Pest Management (IPM) Plan for the buildings and other areas specified herein.

The submitted Plan shall be in accordance with the District's IPM Policy. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage, and access used by pests. The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM Plan. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

Pests Included and Excluded. The Contractor shall adequately suppress the following pests:

Indoor populations of commensal rodents (e.g., Norway and roof rats, house mice), cockroaches, ants (including, but not limited to, fire ants and pharaoh ants*), flies, spiders, and any other arthropod pests not specifically excluded from the contract.

Populations of the above pests that are located outside of the specified buildings, but within areas immediately adjacent to buildings.

Winged termite swarmers emerging indoors.

Populations of the following pests are excluded from this contract:

Termites, carpenter ants and other wood-destroying organisms.

Mosquitoes.

Birds, bats, snakes, and all other vertebrates other than commensal rodents.

Pests that primarily feed on outdoor vegetation.

GENERAL CONTRACTOR RESPONSIBILITIES

Initial Inspections of Facilities. The Contractor shall conduct a thorough initial inspection of each building or site within ___ (10) days of the initiation date of the contract.

The purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features,

or management practices that are contributing to pest infestation. Access to building space shall be coordinated with the IPM Coordinator. The IPM Coordinator will inform the

Contractor of any restrictions or areas requiring special scheduling.

Pest Control Plan. Prior to initiation of service, the Contractor shall submit to the IPM Coordinator a Pest Control Plan for each building or site within ___ (10) days following

the initial inspection. Upon receipt of the Pest Control Plan, the IPM Coordinator will render a decision concerning its acceptability within ___ (5) working days. If aspects of the

Pest Control Plan are incomplete or disapproved, the Contractor shall have ___ (2) working days to submit revisions. The Contractor should be on site to initiate service within

___ (5) working days following notice of approval.

The Pest Control Plan shall consist of five parts as follows:

*District may be charged for the additional cost of Pharaoh ant bait materials.

A. Proposed Methods and Equipment for Service: The Contractor shall provide a summary of proposed control methods including current labels and Material Safety Data Sheets (MSDS) of all pesticides to be used, brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service.

B. Proposed Methods for Monitoring and Surveillance: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract. In addition, the Contractor will work with the IPM Coordinator to establish population levels that constitute unacceptable levels of pest presence in school facilities.

C. Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules that include planned frequency of Contractor visits, specific day(s) of the week for Contractor visits, and approximate duration of each visit.

D. Description of any Structural or Operational Change That Would Facilitate the Pest

Control Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

E. Commercial Applicator or Technician Licenses: The Contractor shall provide a current list of names along with photocopies of the commercial applicator or technician's licenses for every Contractor employee who will be performing on-site services under this contract.

Record Keeping. The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records

shall be kept on school district property (normally in the Principal's office, or some other

convenient site) and maintained on each visit by the Contractor. Each logbook shall contain the following items:

A. Pest Control Plan: A copy of the Contractor's approved Pest Control Plan for that facility, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Contractor's service schedule for the building.

B. Service & Complaint Logs: A logbook for recording service visit activities, complaints from staff concerning pest observations or pesticide applications. Forms should show times in and out and should be signed by the Contractor at each service visit.

C. Service Report Forms: Customer copies of the Contractor's Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental status, and building maintenance needs.

In addition, copies of the above-mentioned Service Report Forms should be forwarded by the Contractor to the IPM Coordinator at least once a month by the Contractor.

Times of Service. The Contractor shall perform routine pest control services only during times when STAFF are not expected to be present for normal activities for at least 12 hours after the application (*as defined under Article 135B-6 ' 4J(e) of the*

Structural Pest Control Act and Title 22, Texas Administrative Code, '595.11). In the event of a possible need for an emergency treatment, (*as defined by Title 22, Texas Administrative Code, '595.8 (d) and '595.11*) the Contractor shall work with the IPM Coordinator to determine whether an emergency situation exists before applying any pesticides. In such cases pesticides may be applied only to the local area of infestation if

STAFF are present or if less than 12 hours will elapse before students are expected to be

present. In the event of such an emergency treatment, the contractor will maintain records

of the reasons for such treatments for the period prescribed by law.

Health and Safety. The Contractor shall observe all safety precautions throughout the performance of this contract, and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the District harmless for any action on its part or that of its employees that results in illness, injury, or death.

Uniforms and Protective Clothing. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

Vehicles. Vehicles used by the Contractor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on HOSPITAL property.

Licensing. Throughout the term of this contract, the Contractor shall maintain a current business license issued by the Structural Pest Control Board. In addition, all Contractor personnel providing on-site pest control service must maintain licensing (in categories appropriate to the work being performed) as commercial applicators or licensed technicians. Unlicensed applicators will not be permitted to provide service to the District under this contract.

Complaints. Should at any time the HOSPITAL become dissatisfied with pest control service, the successful Contractor shall be notified in writing by the IPM Coordinator regarding problems that occurred. The notice will detail the problems and site(s) which is experiencing the problems. The contractor will be required to contact the IPM Coordinator to discuss possible solutions, and the contractor will be given a date by which a written response with the proposed solutions must be submitted.

PEST CONTROL RESPONSIBILITIES

Structural Modifications and Recommendations. The Contractor shall be responsible for advising the IPM Coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the District implements suggested modifications. The District will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the District on a case-by-case basis. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of sealing material or other structural modification.

Use of Pesticides. The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Texas. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state and local laws and regulations.

The Contractor shall adhere to the following rules for pesticide selection and use:

A. Non-pesticide Products and Their Use: The Contractor shall use non-pesticidal methods of control wherever possible. For example:

• Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs wherever appropriate.

• Trapping devices rather than pesticide sprays shall be used for indoor fly control wherever appropriate.

B. Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation, are acceptable on a case-by-case basis, as approved by the IPM Coordinator.

C. Pesticide Products and Their Use: When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

When selecting pesticide products, highest priority shall be given to use of products on the Green and Yellow Lists, in that order, according to the criteria established in the most recent Structural Pest Control Board definitions of these products: Containerized and other types of crack and crevice-applied bait formulations, rather than sprays, shall be used for cockroach and ant control wherever appropriate.

As a general rule, liquid aerosol, or dust formulations shall be applied only as

crack and crevice treatments with application devices specifically designed or modified for this purpose. "Crack and crevice treatment" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building.

Application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the IPM Coordinator prior to any application of pesticide liquid, aerosol, or dust to exposed surfaces, or any space spray treatment. The Contractor shall take all necessary precautions to ensure student and staff safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

D. Pesticide Storage/Disposal: The Contractor shall not store, or dispose of, any pesticide product on District property.

E. Pesticide Sales and Distribution: The Contractor shall not sell, share, or make available any pesticide products to any non-licensed District employee.

Rodent Control. As a general rule, rodent control inside occupied buildings shall be accomplished with trapping devices. All such devices shall be concealed out of the

general view and in protected areas so as not to be affected by routine cleaning and other

operations. Trapping devices shall be checked on a schedule approved by the IPM Coordinator. Trapping shall not be performed during periods when maintenance will be

delayed by holidays, weekends, etc. The Contractor shall be responsible for disposing of

all trapped rodents and all rodent carcasses in an appropriate and timely manner.

In circumstances when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless

of packaging, shall be placed either in locations inaccessible to children, pets, wildlife, and

domestic animals--or in EPA-approved, tamper-resistant bait boxes. As a general rule,

rodenticide application outside buildings shall emphasize the direct treatment of rodent

burrows, wherever feasible.

Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on

the safety of non-target organisms. The Contractor shall adhere to the following rules:

All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.

The lids of all bait boxes shall be securely locked or fastened shut.

All bait boxes shall be securely attached or anchored to the floor, ground, wall, or

other surface, so that the box cannot be picked up or moved.

Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.

All bait boxes shall be labeled with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation and at each servicing.

Program Evaluation. The District will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

Quality Control Program. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within

(5) working days prior to the starting date of the contract, the Contractor shall submit a copy

of his program to the District. The program shall include the following items:

A. **Inspection System:** The Contractor shall develop a system for monitoring the effectiveness of the services provided to the District. The purpose of this system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or District or health department inspectors identify the deficiencies.

B. **Quality Control Checklist:** A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include all buildings or sites serviced by the Contractor as well as every task required to be performed.

C. **Quality Control File:** A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the District upon request.

D. **Inspectors:** The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

Attachments should include list of sites for which pest control services are to be performed, plus a copy of the HOSPITAL IPM Policy.

SUPPLEMENTARY SERVICES SPECIFICATIONBF PEST CONTROLCONTENTS

BF 01	SCOPE
BF 02	STANDARDS
BF 03	SAFETY REQUIREMENTS
BF 04	INITIAL PEST CONTROL PROCEDURE
BF 05	MONITORING AND REPORTING OF PEST CONTROL STATUS
BF 06	PREVENTATIVE PEST CONTROL
BF 07	TRAINING OF EMPLOYER'S PERSONNEL
BF 08	LOGGING AND RECORDING
BF 09	NOTIFICATION OF INTENTION TO ADMINISTER PEST CONTROL
BF 10	PREPARATION OF THE AREA AFFECTED BY PEST CONTROL
BF 11	CLEARANCE AFTER PEST CONTROL
BF 12	PERFORMANCE MEASUREMENT
BF 13	MEASUREMENT AND PAYMENT

BF 01 SCOPE

This Specification covers the application of pesticides and herbicides in the facility(ies) set out in the Project Specification for the purpose of pest control. Pest control, in this instance, shall imply the eradication of pests which cause structural and other damage to buildings and installations at the facility in question.

Structural damage shall include:

- Damage to the structural elements of buildings.
- Damage to finishes of buildings.
- Damage to building electrical installation.
- Damage to building wet services (plumbing and drainage)

BF 02 STANDARDS

The following standards and publications contain provisions, which, through reference in this text, constitute provisions of this specification. The most recent editions of the standards indicated below shall be used:

CODE	DESCRIPTION
SANS 10072	Code of practice for the safe use of household insecticides and agricultural remedies.
SANS 10124	Code of practice for the application of certain soil insecticides for the protection of buildings.
SANS 10133	Code of practice for the application of pesticides in food handling, food processing, and catering establishments.

CODE	DESCRIPTION
SANS 10080	Code of practice for the rodent proofing of buildings.
SANS 10005	Code of practice for the preservation treatment of timber. .
SANS 10206	Code of practice for safety procedures for the disposal of surplus pesticides and associated toxic waste.
SANS 10204	Code of practice for the application of fumigants.
National Departments of Agriculture Publication	A guide to the control of household and industrial pests.

BF 03 SAFETY REQUIREMENTS

No pesticide shall be used for any purpose other than that recommended on the manufacturer's label of the pesticide container. All warnings and precautions set out on the manufacturer's label shall be adhered to. The manufacturer's label shall never be removed from the container.

A Pest Control Operator shall be appointed by the Contractor and the relevant certification, as specified in sub clause BE 08.03 below, shall be submitted to the Engineer before the first pesticide application.

The Pest Control Operator (PCO) will at all times ensure that pesticides are kept secure and out of reach of the general public. The PCO shall be responsible for the safe disposal of surplus pesticides as well as all empty pesticide containers.

The PCO will further ensure that no member of the general public is at any time in danger of being contaminated with the pesticide. Should a member of the general public be contaminated the PCO will immediately follow the first-aid and emergency treatment outlined in the standards.

BF 04 INITIAL PEST CONTROL PROCEDURE

BF 04.01 COMPILING OF A PEST CONTROL PROGRAMME

Before any pest control is to be administered the Contractor shall inspect the various buildings and installations at each facility and subsequently compile and submit a report, to the Engineer, detailing the comprehensive preventative pest control programme to be implemented.

The report submitted to the Engineer shall include but shall not be limited to the following:

- (a) The status of the pest infestation of the various buildings and installations at each facility.
- (b) The initial "clean up" procedure to be implemented.
- (c) The procedures of how to close off all entry points for rodents.
- (d) The routine monitoring and reporting procedures.
- (e) Estimated costs for the above.

BF 04.02 INITIAL "CLEAN UP" AND RODENT PROOFING

The Contractor shall implement the initial "clean up" procedure and the rodent proofing of the various installations, as described in the pest control programme, buildings and only after instructions from the Engineer have been obtained.

BF 05 MONITORING AND REPORTING OF PEST CONTROL STATUS

The status of pest infestation shall be monitored. The Contractor shall compile a report on the condition as well as recommendations at the intervals specified in the Particular Specifications. The report shall include but shall not be limited to the following details:

- (a) Report on the type and status of damage caused by pests.
- (b) Report on the visual observation of the presence of pests.
- (c) Report on the pest control monitoring results.
- (d) Report on the standing of the preventative pest control.
- (e) The recommended pest control procedure.

This report is to be submitted to the Engineer. Only upon instruction from the Engineer shall the recommended pest control procedures be implemented.

If, at any intermediate period, the need for pest control should arise the Contractor shall submit a report and recommendations to the Engineer and await his instructions.

BF 06 PREVENTATIVE PEST CONTROL

The Contractor shall administer preventative pest control as often as required but in accordance with the intervals specified by the manufacturer of the pesticide.

The Contractor shall report on the standing of pest activity and damage caused by the pests after each inspection as outlined in clauses PFE 02, PFE 03, PFE 04 and PFE 05 of Particular Specification PFE. The report is to be submitted to the Engineer (as in clause BF 05 above). The Contractor shall obtain the permission of the Engineer before any additional preventative pest control is to commence.

BF 07 TRAINING OF EMPLOYER'S PERSONNEL

Pests are attracted to areas where food and water are in abundance. Good housekeeping techniques can improve the likelihood of keeping an area pest free. It is therefore essential to train the Employer's relevant personnel in the essential housekeeping techniques. The objectives of the training shall be to ensure that the following be achieved:

- (a) The identification of possible attractions for pests.
- (b) The elimination of waste disposal situations which may attract pests.
- (c) Reducing the overall cost of pest control by keeping the areas as clean and pest free as achievable.

CLINIC/HOSPITAL LAND SIZE, STREET ADDRESS AND PLOT NUMBERS

CLINIC	SITE SIZE	CLINIC SIZE	ACCOMODATION SIZE	PARKHOMES SIZE	TOTAL BUILDING SIZE	PLOT NO	STREET ADDRESS
EFAYE	5976.64m ²	519.75 m ²	232.30 m ²	-	752.05 m ²		
EMTULWA	27876 m ²	588 m ²	909 m ²	-	1497 m ²		
BAMBANANI	4704 m ²	221.61 m ²	262.58 m ²	31.36 m ²	515.55 m ²		
GUMISA.	11068.36 m ²	348.81 m ²	304.04 m ²	174 m ²	826.85 m ²		
STEZI	4888.92 m ²	316.48 m ²	172.57 m ²	28.2 m ²	517.25 m ²		
APPELSBOSCH HOSPITAL	54005.61 m ²	5572.81 m ²	1678.1 m ²	1654.34 m ²	18905.25 m ²		
APPELSBOSCH DR'S QUARTERS	27200m ²	Nil	769 m ²	283.2m ²	1052.2 m ²		
CRAMOND	4500 m ²	220 m ²	NIL	NIL	220 m ²		
EMAMBEDWE NI	10000 m ²	320 m ²	100 m ²	NIL	420 m ²		



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE: MAINTENANCE (PEST SERVICES)

Physical Address: R614 Wartburg Road, Ozwathini, 3242
Postal Address: Private Bag X216, Ozwathini, 3242
Tel: 032-294 8000 Fax: 032-294 0126 Email: andy.rampersadh@kznhealth.gov.za
www.kznhealth.gov.za

Pest Control Checklist

A record of all pest control measures carried out by the licenced Pest Control Operator should be kept in a file together with photographs and made available to the Health Department to Review during inspection. This form will assist you in tracking pest control activity and is based on Integrated Pest Control best practices.

Name of Establishment/ Section: _____

Management of Physical Facility	Yes	No
Is there debris or garbage accumulation around outside of building?		
Are outside garbage containers clean and properly covered?		
Are the doors or other openings to the outside of the building tightly fitted (no visible light showing through)?		
Are all screens for windows and doors in place and tight fitting and in good repair?		
Is there an accumulation of spilled food, liquid, or dust?		
Do all food containers have lids?		
Are all interior garbage's being emptied and removed from the facility daily?		
Are all food products stored off the floor?		
Are all hard to reach areas of the facility (under grill lines, prep tables, and shelving units) being cleaned on a frequent enough basis to prevent build up?		
Are dirty dishes being cleaned prior to the facility being closed at night?		
Investigating for Evidence of Pests	Yes	No

Is there any evidence of mouse droppings or mouse urine staining?		
Are chew marks visible on any boxes or materials in the facility?		
Are there insects present on sticky traps throughout the facility?		
Is there evidence of nesting (piles of dust, debris, insulation etc in quiet areas)?		
Are cupboards fumigated		
Fumigation of linen store		
Fumigation of DB		
Fumigation of waste services		
Fumigation of offices (Duty room)		
Fumigation of kitchen areas (fat traps , drains and outlets)		
Fumigation of open spaces in ceilings		
Fumigation of all electrical Control panels		
Replacement of baits to bait traps		
Fumigation of passages and waiting areas		
Fumigation of residential areas (attach list of fumigated areas		
Pictures for all fumigation to be attached to report		

If your answer to any of the above falls into a shaded area, please describe below what corrective actions you have taken: _____

Completed by (manager/supervisor): _____ Date: _____

Approved by Section Head): _____ Date: _____