



# NATIONAL HEALTH LABORATORY SERVICE

## REQUEST FOR QUOTATION (RFQ)

RFQ NO: 2025/26 GP 1646B

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PEST CONTROL SERVICES FOR A PERIOD OF 18 MONTHS AT THE NHLS BRAAMFONTEIN CAMPUS.**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
CNR HOSPITAL AND DE KORTE STREET  
BRAAMFONTEIN,  
SECURITY OFFICE.

| Quotation Queries:                            | Technical Queries:               |
|---|----------------------------------|
| CONTACT NAME: PROCUREMENT OFFICE              | CONTACT NAME: PROCUREMENT OFFICE |
| E-MAIL ADDRESS: gauteng.procurement@nhs.ac.za | E-MAIL ADDRESS:                  |

**NAME OF A BIDDER:.....**

**COMPULSORY BRIEFING SESSION: 10 FEBRUARY 2026 @ 11:00**

**CLOSING DATE: 17 FEBRUARY 2026 AT 11:00**

**QUOTATION VALIDITY PERIOD: 90 days**

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**1. PART A Invitation to Bid**
**SBD 1**
**PART A INVITATION TO  
BID**

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS) |  |                           |  |                       |
|---|--|---------------------------|--|-----------------------|
| BID NUMBER:   | RFQ NO: 2025/26<br>GP1646B   | CLOSING DATE: 17 FEB 2026 |  | CLOSING TIME: 11:00AM |
| DESCRIPTION   | APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PEST CONTROL SERVICES FOR A PERIOD OF 18 MONTHS AT THE NHLS BRAAMFONTEIN CAMPUS |                           |  |                       |

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**
**NHLS RECEPTION: RFQ BOX: CNR HOSPITAL AND DE KORTE STREET, BRAAMFONTEIN, SECURITY OFFICE.**
**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**
**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

|                  |                                |                  |  |
|------------------|--------------------------------|------------------|--|
| CONTACT PERSON   | PROCUREMENT OFFICE             | CONTACT PERSON   |  |
| TELEPHONE NUMBER | 011 489 9325                   | TELEPHONE NUMBER |  |
| E-MAIL ADDRESS   | gauteng.procurement@nhls.ac.za | E-MAIL ADDRESS   |  |

**SUPPLIER INFORMATION**

|                            |                            |    |                               |      |
|----------------------------|----------------------------|----|-------------------------------|------|
| NAME OF BIDDER             |                            |    |                               |      |
| POSTAL ADDRESS             |                            |    |                               |      |
| STREET ADDRESS             |                            |    |                               |      |
| TELEPHONE NUMBER           | CODE                       |    | NUMBER                        |      |
| CELLPHONE NUMBER           |                            |    |                               |      |
| FACSIMILE NUMBER           | CODE                       |    | NUMBER                        |      |
| E-MAIL ADDRESS             |                            |    |                               |      |
| VAT REGISTRATION NUMBER    |                            |    |                               |      |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |

|   |                     |    |                                     |  |                     |    |
|---|---------------------|----|-------------------------------------|--|---------------------|----|
| B-BBEE STATUS LEVEL<br>VERIFICATION CERTIFICATE | TICK APPLICABLE BOX |    | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |  | TICK APPLICABLE BOX |    |
|   | Yes                 | No |                                     |  | Yes                 | No |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|  |   |   |   |
|--|---|---|---|
| <b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><b>[IF YES ENCLOSURE PROOF]</b> | <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><b>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</b> |
|--|---|---|---|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|  |  |
|--|--|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  | YES      NO  |
| <b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |  |

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid (Except when procuring through an established panel or transversal contract).
- f) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- i) **A compulsory site meeting/briefing will be conducted at NHLS Main Reception, CNR Hospital and De Korte Street for a period of ±1-2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.**

### 10 FEBRUARY 2026 @ 11:00

- Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified.
- The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experienced to comprehend the implications of the work involved.
- The bidder will be responsible for final measurements.

- j) Quotation procedure using the two (2) stage system will apply: **Not applicable.**
- k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- m) All questions regarding this RFQ must be forwarded to the [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za) 24 hours prior the RFQ closing date.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

- a) Quotation must be All-Inclusive
  - i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.

- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

#### **Delays in the supplier's performance**

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

#### **Penalties**

- i. Subject to GCC Clause 25, 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 pursuant to GCC Clause 23.

| The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="#">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract | Accept | Do not accept |
|--|--------|---------------|
|  |        |               |

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX,  
CNR HOSPITAL AND DE KORTE STREET BRAAMFONTEIN, SECURITY OFFICE**

#### **2.1 Objective Criteria has poor past performance with the NHLS projects- Preferential Procurement Regulations S21f of 2022**

- According to the Preferential Procurement Policy Framework Act (PPPFA), 2000: Preferential Procurement Regulations, 2022
- The bid will be awarded subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Section 2 (1)(f) of the Act states that “the contract must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in paragraph (d) and (e) justify the award to another bidder”.

- **The NHLS will evaluate the past performance of the bidder and determine whether the bidder has poor past performance within the NHLS as an objective criteria.**

### 3. SPECIFICATIONS

**FORM OF QUOTATION SUPPLIER NAME:** \_\_\_\_\_

**RFQ NO :2025/26 GP 1646B**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PEST CONTROL SERVICES FOR A PERIOD OF 18 MONTHS AT THE NHLS BRAAMFONTEIN CAMPUS**

#### BACKGROUND TO THE NHLS

The National Health Laboratory Service (NHLS) is a public health laboratory service with laboratories across South Africa. The NHLS was established in 2001 by an Act of Parliament to provide diagnostic pathology laboratory services to the national and provincial health departments. Its activities comprise diagnostic laboratory services, research, teaching and training, and production of sera for anti-snake venom, reagents and media. At the core of the NHLS is next generation pathology excellence that supports the mandate of the Department of Health.

- The NHLS is the largest diagnostic pathology laboratory service in South Africa.
- The NHLS serves approximately 80% of the South African population.

#### INTRODUCTION TO THE RFQ

The NHLS Braamfontein campus, based in the Gauteng province requires the services of a suitably qualified service provider to provide pest control services internally and externally of their entire premise, and ensure that hygiene levels are always met. The campus comprises of the following buildings.

| No | Building Name              | Purpose  |
|----|----------------------------|--|
| 1  | Watkins Pitchford Building | Management and administration including laboratory services      |
| 2  | Jack Metz Building         | OPD, including management and administration                     |
| 3  | Spencer Lister Building    | Laboratory and training center                                   |
| 4  | Workshop Building          | Storage and changing rooms for workshop & general services staff |
| 5  | James Murray Building      | Laboratory services  |
| 6  | I.T Cottage Building       | Information Technology services                                  |
| 7  | Workshop cottage           | Workshop administration and management                           |
| 8  | Cancer Building NW/FS      | Management and Administration                                    |
| 9  | Security Building          | Security management and current reception                        |
| 10 | NIOH Building              | Abandoned Building   |
| 11 | DoH Building               | Abandoned Building   |

### **A SPECIAL INSTRUCTION TO BIDDERS**

- a) Should a bidder have reasons to believe that the Technical Specification is not open and/or is written for a particular brand or product; the bidder shall notify Supply Chain Management within ten (10) days after publication of the bid.
- b) Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state “Comply/Do not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.
- c) Bidders who do not comply with the mandatory requirements will not be considered.
- d) The delivery of work shall be as per set standards and terms by agreement between the NHLS and a chosen service provider.
  
- e) Due to the nature of NHLS labs (operating 24 hours), the contractor may be expected to work after hours and on weekends.
- f) By submitting a proposal for this Bid, the Bidder(s) confirms that they have read and understood the terms and conditions as set out in this Bid.
- g) All work done may be subjected to inspection by the in – house workshop supervisor.

### **REQUIREMENTS OF A SERVICE PROVIDER FOR THE PROVISION OF PEST CONTROL SERVICES FOR A PERIOD OF 18 MONTHS AT THE NHLS BRAAMFONTEIN CAMPUS.**

- The service provider must be registered with the Chief Inspector (Department of Labour) (Mandatory)
- The appointed Service Provider must be an active member of The South African Pest Control Association (SAPCA)and / or the Pest Control Industries Professional Council (PCIPC)
  
- The service provider must comply with the following legislative and regulatory requirements.
- Basic conditions of employment Act 75 of 1997
- Sectorial determination 1: contract cleaning sector.
- Occupation Health Safety Act, 85 of 1993
- Unemployment insurance contributions Act No 4 of 2002
- National minimum wage Act No 9 of 2018
- Labour relations Act n.66 of 1997
- Employment service Act No 04 of 2014
- Compensation for occupational injuries and diseases Act, 130 of 1993

- The appointed Service Provider must be an active member of The South African Pest Control Association (SAPCA) and / or the Pest Control Industries Professional Council (PCIPC)

## 1. GENERAL SPECIFICATION

The NHLS requires the services of an experienced and qualified service provider to provide comprehensive pest control services in all the areas of the campus internally and externally.

### FREQUENCY FOR SERVICING

**Identified Area's and associated service types: Every 4 weeks**

| LOCATION                       | SERVICE TYPE REQUIRED      |
|--------------------------------|----------------------------|
| General Kitchens               | Rodents, cockroaches, Ants |
| Staff Canteen                  | Rodents, cockroaches, Ants |
| Laboratories                   | Rodents, cockroaches, Ants |
| Waste Area                     | Rodents, cockroaches, Ants |
| Basements                      | Rodents, cockroaches, Ants |
| Medical supplies storage areas | Rodents, cockroaches, Ants |

**Identified Area's and associated service types: Every 4 weeks**

| LOCATION                        | SERVICE TYPE REQUIRED                    |
|---------------------------------|--|
| Office and Administration areas | Rodents, cockroaches, Ants               |
| Reception areas                 | Rodents, cockroaches, Ants               |
| Training Centres                | Rodents, cockroaches, Ants               |
| Meeting rooms                   | Rodents, cockroaches, Ants               |
| Server rooms                    | Rodents, cockroaches, Ants               |
| Workshop area                   | Rodents, cockroaches, Ants               |
| Control rooms                   | Rodents, cockroaches, Ants               |
| Chiller rooms                   | Rodents, cockroaches, Ants               |
| Passages                        | Rodents, cockroaches, Ants               |
| Locker rooms                    | Rodents, cockroaches, Ants, Fish – Moths |
| Yards (General)                 | Rodents, cockroaches, Ants               |

## BAIT STATIONS

A compulsory briefing session is required for this RFQ of which potential service providers will have to investigate and tabulate the number of bait boxes will be required internally and externally for the various buildings within the Braamfontein campus, the number should be included in the proposal the service provider submits at submission of this RFQ. External Bait Station will be tamper-proof hard plastic (black in colour) and Internal Bait Stations will be Hard plastic / cardboard Boxes (white in colour). All Bait stations will be numbered, and the appropriate signage will be placed on the wall above the point where the box is located (both internal and external boxes).



Typical Rodent Bait Station Required

## DETAILED SCOPE OF WORK

The necessary treatment required should be for the following.

- Fish moths
- Ants
- Cockroaches
- Rodents (mice and rats)
- Bee Removal
- Termite
- Spiders and spider web removal
- Mosquitos
- Flies
- Bird nest
- Bat control
- Snakes and lizards
- Mould removal

| SERVICE ITEM                           | DESCRIPTION OF APPLICATION   |
|--|--|
| Fish Moths,<br>Ants and<br>Cockroaches | The service provider is to submit a proposal of the bait to be used.   |
| Rodents                                | <p>The service provider is to submit a proposal of the bait to be used.</p> <ul style="list-style-type: none"> <li>• The above pest control measure shall be placed in Bait stations / boxes.</li> <li>• External bait stations will be securely fixed to the wall via the use of screws and appropriate signage shall be placed on the wall above the point where the bait station is installed.</li> <li>• Internal Bait stations may be placed in a position where they do not constitute a tripping hazard and will have the appropriate signage placed on the wall above its position.</li> <li>• All Bait stations will be numbered.</li> </ul> <p>The NHLS does not own any Bait Stations installed throughout the entire campus; the successful service provider will be required to provide new Bait Stations.</p> <p><b>Note: Upon installation these will now be the property of NHLS and not rented out.</b></p> |

## HAZARD IDENTIFICATION RISK ASSESSMENT (HIRA)

- The Service Provider is required to follow an accepted HIRA process.
- Safety Data Sheets must be provided by the successful service provider for all the chemicals that will be used at all NHLS laboratories, workshop, management and administration buildings within the Braamfontein campus.

## SERVICE AND ACTIVITIES REPORTS

- The service provider will be required to provide an activity file which will remain on the NHLS Braamfontein campus.
- 3 files will be required as follows:
  - General / External
  - Kitchens
  - Basements
  - Storage areas
  - Offices
  - Workshop
  - Canteen
  - Toilets
  - Training centres
  - Common areas
  - Security Booths
  - Laboratory offices, passages, and bathrooms
- These files will contain the following information

- Site plans as per file requirement indicating where all bait stations have been installed (site plans will be provided to the successful bidder)
- Safety Data Sheets for all Pesticides / Bait / Insecticides used at the facility
- Service reports
- Up-to-date pest control registration / membership certificates to ensure legal compliance with relevant legislation and standards
- Documented HIRA Processes
- Risk Assessment regarding the application of pest control measures
- Safe Operating Procedures or Method statement/s for the application of pest control measures

**(Note: The provision of this file must be done within one month of the award of the contract)**

- As is standard practice, individual reports for each area will be issued after each service and these reports will be placed in the associated files and a copy forwarded to the NHLS Facilities Manager and Safety Officer.

## OTHER REQUIREMENTS

### Approved pesticides

- All pesticides used should be registered under the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947.
- Use of approved pesticides should conform to the requirements stated in the following legislation (but not limited to):
  - Section 24 of the Constitution of the Republic of South Africa, Act No. 108 of 1996
  - National Environmental Management Act 107 of 1998
  - Hazardous Substances Act, 1973 (Act 15 of 1973)
  - The Occupational Health and Safety Act (OHSA), 1993 (Act No. 85 of 1993)
- The use of aerosols and powder-based pesticides are strictly prohibited for internal use at NHLS
- Aerosol based pesticides may be used in applications such as the spraying of drains but only for external use (outside of buildings).

### BIRD PROOFING AND NEST REMOVAL

- Additional services for bird proofing and nest removal may also be required on demand.
- The service provider must provide proof that this service can be rendered and may be outsourced if needed.
- Pricing must be provided as per pricing schedule requirements

### EMERGENCY CALL - OUTS

- Appointed service provider should be available when called out for any emergencies.
- Response time to emergency callouts must be within 2 hours.
- If the service provider is unable to meet with this time limit, the NHLS Braamfontein Facilities Supervisor must be notified in writing.

### GEOGRAPHICAL REQUIREMENTS

- The Service providers offices must be within the Gauteng region, within a radius of 60km from the Braamfontein Campus.

## MEMBERSHIP REQUIREMENTS

- The appointed Service Provider must be an active member of The South African Pest Control Association (SAPCA) and / or the Pest Control Industries Professional Council (PCIPC) and must be registered as an approved Pest Control service provider in the Gauteng Region
- Provision of certificates will be required.

## QUALIFICATIONS

- A Curriculum Vitae is required for all pest control operatives assigned to the NHLS Braamfontein campus which must detail the training and experience associated with being a qualified pest control operative.
- The service provider shall ensure that its pest control personnel are trained and that they have at least six months or more practical experience in the application of pest control service in which they are registered or that their personnel is under the direct supervision of the registered pest control operator
- Pest control operatives must also provide the relevant professional body registration certificates.

## HEALTH AND SAFETY REQUIREMENTS

All pest control operatives assigned to work at the NHLS Braamfontein Campus will be required to read and acknowledge the NHLS Visitor's SHE Orientation by signing at every visit. The service provider shall provide all personnel working in or on the service areas designated under the Contract, distinctive and proper attire and appropriate footwear (PPE) etc. and ensure that they shall wear them. The contractor shall be responsible for ensuring that its personnel is trained on the use, storage, maintenance and limitations of PPE provided to its workers. Any additional personal protective equipment required for the safe performance of work must be determined and provided by the Contractor in accordance with the SDS for each pesticide. The Contractor shall be responsible to take every safety precaution to eliminate dangers to his technicians/workers, NHLS worker and its property, the public and property of others or any other guidelines specified by the Ministry of Manpower. The Contractor must not compromise on the safety measures taken on site and shall ensure that there shall be no incidents of safety issues and breaches. The service provider shall ensure that its workers are trained on incident reporting and reporting thereof including administering first aid and that they maintain their records of training and incident reporting. The service provider shall be responsible for ensuring proper disposal of any waste generated from its activities within the NHLS premises.

**SCHEDULE OF RATES**
**Pricing Schedule: Year 1**

| <b>Item No</b>          | <b>Supplier Specifications include Model if applicable (Or equivalent to)</b> | <b>Price (Excl. VAT)</b> | <b>Qty</b> | <b>Total- Year 1 (Excl VAT)</b> |
|-------------------------|---|--------------------------|------------|---------------------------------|
| 1                       | Fixed monthly service fee   |                          | 1          |                                 |
| 2                       | Bird and Bird nest removal  |                          | 1          |                                 |
| 3                       | Bird proofing   |                          | 1          |                                 |
| 4                       | Bait box supply (External)  |                          | 100        |                                 |
| 5                       | Bait box supply (Internal)  |                          | 100        |                                 |
| 6                       | Mould Removal monthly   |                          | 12         |                                 |
| <b>Total (Excl Vat)</b> |   |                          |            |                                 |

**Pricing Schedule: Year 2**

| <b>Item No</b>             | <b>Supplier Specifications include Model if applicable (Or equivalent to)</b> | <b>Price (Excl. VAT)</b> | <b>Qty</b> | <b>Total- Year 2 (Excl VAT)</b> |
|----------------------------|---|--------------------------|------------|---------------------------------|
| 1                          | Fixed monthly service fee   |                          | 1          |                                 |
| 2                          | Bird and Bird nest removal monthly  |                          | 1          |                                 |
| 3                          | Bird proofing   |                          | 1          |                                 |
| 4                          | Mould removal monthly   |                          | 12         |                                 |
| <b>Total (Excl of Vat)</b> |   |                          |            |                                 |

**CALL OUT RATES**

|  |                            |   |
|--|----------------------------|---|
| Per Hour Office Hours (including transport)<br>Weekdays 07h00 to 17h00 | <b>Total Including VAT</b> | R |
| Per Hour After Hours (including transport)                             | <b>Total Including VAT</b> | R |

**Summary**

|                            |                     |
|----------------------------|---------------------|
| <b>Total Year 1</b>        |                     |
| <b>Total Year 2</b>        |                     |
| <b>Sub Total</b>           |                     |
| <b>Contingency</b>         | <b>R 200 000-00</b> |
| <b>Vat @15%</b>            |                     |
| <b>Total (Incl of Vat)</b> |                     |

## TEMPLATES

The following templates will assist the service provider in providing weekly, monthly and annual reports.

### Sample Findings Report.

| Item No | Location                   | Findings             |                 |               | Action                                       |  |
|---------|----------------------------|----------------------|-----------------|---------------|--|--|
|         |                            | Signs of Infestation | No of Burrow(s) | No of Nest(s) | Probable cause of rodent burrow/ infestation | Action taken and recommendation          |
| 1       | Basement<br>(Insert Photo) | Rodents              |                 | 2             | Poor House Keeping                           | Baiting stations added<br>(Insert Photo) |

Comments, if any

---

|                         |                  |
|-------------------------|------------------|
| Report and prepared by: | Acknowledged by: |
| Name:                   | Name:            |
| Designation:            | Designation:     |
| Signature:              | Signature:       |
| Date                    | Date:            |

### Sample Monthly service report

1. Report on work done for period:
2. Rodent control
  - a) Rodent Activity/Burrows identified

| Date  | Time | Location | Findings            |                 |               |  | Action taken/<br>Treatment     | Recommendation |
|-------|------|----------|---------------------|-----------------|---------------|--|--------------------------------|----------------|
|       |      |          | Sign of infestation | No of Burrow(s) | No of Nest(s) | Probable cause of rodent burrow/ infestation |                                |                |
| 05/25 | 10am |          | Live rodents        |                 |               | Refuse Area                                  | Baiting done<br>(Insert Photo) |                |
|       |      |          |                     |                 |               |  |                                |                |

**Consolidated Findings**

| Month | No of Rodents |         |        | No. of Rodent nests detected | No. of trapping devices deployed | No. of baiting stations | No. of rodents removed | Total no. of rodents removed |
|-------|---------------|---------|--------|------------------------------|----------------------------------|-------------------------|------------------------|------------------------------|
|       | Found         | Treated | Sealed |                              |                                  |                         |                        |                              |
|       |               |         |        |                              |                                  |                         |                        |                              |
|       |               |         |        |                              |                                  |                         |                        |                              |

|                         |                  |
|-------------------------|------------------|
| Report and prepared by: | Acknowledged by: |
| Name:                   | Name:            |
| Designation:            | Designation:     |
| Signature:              | Signature:       |
| Date                    | Date:            |

## 2. FORM OF OFFER (SBD 7)

The employer, identified in the acceptance signature block, has solicited offers/quotations for the procurement of:

---

---

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of the RFQ.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand .....  
..... (in words).

R ..... (in figures)

This offer may be accepted by the employer by signing the acceptance this form of offer before the end of the period of validity stated in the submission data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client. Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Offer, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Quotation (RFQ).

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

Signature(s) .....

Name(s) (Print name of signatory) .....

Capacity .....

Name of the Bidder .....

### 3. RFQ EVALUATION CRITERIA

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a four-phased approach (4-Stages):

#### **STAGE 1: ADMINISTRATIVE COMPLIANCE:**

All incomplete submissions and respondents who do not meet the **minimum compliance requirements** at quotation submission will be eliminated from further evaluation.

#### **STAGE 2: MANDATORY (TECHNICAL) REQUIREMENTS:**

All incomplete submissions and respondents who do not meet the **mandatory requirements** at quotation submission will be eliminated from further evaluation.

#### **STAGE 3: FUNCTIONALITY EVALUATION CRITERIA**

Determination of **Functionality** (100%). To progress to the fourth phase, the Bidder must score a minimum of 85%.

#### **STAGE 4: PRICE AND SPECIFIC GOALS**

The final evaluation phase will be based on **Price and Specific Goals**.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage.

### 3.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

#### **a) Administrative Returnable Documents (to be returned by Bidders)**

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

| 1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)  | Comply | Do Not Comply |
|--|--------|---------------|
|  |        |               |
| <b>Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).</b> |        |               |

| 2. Fully completed and signed Declaration of Interest SBD 4, SBD 6.1 and SBD 7   | Comply | Do Not Comply |
|--|--------|---------------|
|  |        |               |
| <b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4, SBD 6.1 and SBD 7</b> |        |               |

|   |               |                      |
|---|---------------|----------------------|
| 3. Fully completed and signed RFQ document. | <b>Comply</b> | <b>Do Not Comply</b> |
|   |               |                      |

**Substantiation:** The bidder must submit and attach to the bid response the fully completed and signed RFQ document.

|   |               |                      |
|---|---------------|----------------------|
| 4. Bidder must complete the pricing Schedule. | <b>Comply</b> | <b>Do Not Comply</b> |
|   |               |                      |

**Substantiation:** The bidder must submit and attach to the bid response fully completed pricing Schedule.

|  |               |                      |
|--|---------------|----------------------|
| 6. The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report | <b>Comply</b> | <b>Do Not Comply</b> |
|  |               |                      |

**Substantiation:** The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.

**b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

|   |               |                      |
|---|---------------|----------------------|
| 1. B-BBEE Certificate and/or Affidavit.<br>Fully completed and signed preferential points claim form SBD 6.1. | <b>Comply</b> | <b>Do Not Comply</b> |
|   |               |                      |

**Substantiation:** The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.

|                       |               |                      |
|-----------------------|---------------|----------------------|
| 2. TAX Clearance Pin. | <b>Comply</b> | <b>Do Not Comply</b> |
|                       |               |                      |

**Substantiation:** The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).

### 3.2 STAGE 2: MANDATORY (TECHNICAL) REQUIREMENTS

- Mandatory compliance/responsiveness will be tested based on returnable documents submitted.
- At this stage, it must be determined what documents are required to be returned by Bidders.

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

| <b>a) Mandatory</b>   | <b>Comply</b> | <b>Not Comply</b> |
|---|---------------|-------------------|
| The service provider must be registered for COIDA with the Department of Labour as per the Compensation for Occupational Injuries and Diseases Act. |               |                   |
| <b>Substantiate/Comments:</b> Provide a certified and valid letter of good standing.  |               |                   |

| <b>b) Mandatory</b>   | <b>Comply</b> | <b>Not Comply</b> |
|---|---------------|-------------------|
| The service provider must possess a minimum of 5 years' relevant experience in the following fields (provision of pest control services and equipment) and their appointment letters/ contracts/ purchase orders and corresponding reference letters in respect to provision of pest services, confirming their experience must be attached. The relevant experience must be within the past 5 years. |               |                   |
| <b>Substantiate/Comments:</b> Provide letters of reference  |               |                   |

| <b>c) Mandatory</b>   | <b>Comply</b> | <b>Not Comply</b> |
|---|---------------|-------------------|
| The Service Provider must be an active member of The South African Pest Control Association (SAPCA) |               |                   |
| <b>Substantiate/Comments:</b> Provide a valid certificate   |               |                   |

### 3.2 STAGE 3: FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA

- Next step evaluation is the “technical” or so called “functional” evaluation which is purely based on NHLS specifications and Scope of Work. NHLS end-user department (who requested the RFQ), Procurement Services, Finance and or subject specialists are part of the Cross Functional Evaluation Team (CFET) meeting

which is facilitated by the Procurement Officer Functionality is the technical evaluation of the bidders' proposal.

- Should functionality be included in the RFQ as a threshold, the RFQ document must clearly state the minimum score to be achieved if bidders are to be further evaluated on price and preference. Responses that do not meet the threshold for technical will not progress further.

### **Functional / Technical requirements**

With regards to technicality / functionality, the following criteria shall be applicable to test the capacity of service providers, and the maximum points of each criterion are indicated in the table below:

| <b>No.</b>   | <b>Technical / Functional Criteria</b>   | <b>weights</b> |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
|--|--|----------------|--------|---------------------|-----|---|----|---|-----|--|------|---|-----|---|------|------------|
| <b>1.0</b>   | <p><b>Track Record:</b></p> <p>The service provider must provide five (5) reference letters from companies or clients where the <b>exact services</b> have been rendered by the service provider.</p> <p>The letters must:</p> <ul style="list-style-type: none"> <li>▪ Be directly from those companies on the company letterhead, contact person and contact details (telephone number and email address) Reference checks will be conducted via telephone.</li> <li>▪ The letters must stipulate that the services provided were done in a satisfactory manner which include the following: <ul style="list-style-type: none"> <li>• Type of services rendered.</li> <li>• Duration of the project.</li> <li>• Monetary value of the project.</li> <li>• Did the contractor deliver the services as required in a satisfactory manner.</li> <li>• Did the contractor adhere to the project plan and timelines.</li> </ul> </li> </ul> | <b>50 %</b>    |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| <b>2.0</b>   | <p><b>Scoring matrix</b></p> <table border="1"> <thead> <tr> <th>Description</th><th>Points</th></tr> </thead> <tbody> <tr> <td>0 reference letters</td><td>0 %</td></tr> <tr> <td>1 reference letter which meets the criteria</td><td>5%</td></tr> <tr> <td>2 reference letters which meet the criteria</td><td>10%</td></tr> <tr> <td>3 or more reference letters which meets the criteria</td><td>20 %</td></tr> <tr> <td>4 or more reference letters which meet the criteria</td><td>40%</td></tr> <tr> <td>5 or more reference letters which meet the criteria</td><td>50 %</td></tr> </tbody> </table> <p>The service provider is to submit a detailed work plan, that entails the following, Company policy OHS, disposal procedure in line with OHS legislation.</p>   | Description    | Points | 0 reference letters | 0 % | 1 reference letter which meets the criteria | 5% | 2 reference letters which meet the criteria | 10% | 3 or more reference letters which meets the criteria | 20 % | 4 or more reference letters which meet the criteria | 40% | 5 or more reference letters which meet the criteria | 50 % | <b>10%</b> |
| Description  | Points   |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 0 reference letters                                  | 0 %  |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 1 reference letter which meets the criteria          | 5%   |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 2 reference letters which meet the criteria          | 10%  |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 3 or more reference letters which meets the criteria | 20 %   |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 4 or more reference letters which meet the criteria  | 40%  |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |
| 5 or more reference letters which meet the criteria  | 50 %   |                |        |                     |     |   |    |   |     |  |      |   |     |   |      |            |

| No.                   | Technical / Functional Criteria   | weights      |
|-----------------------|---|--------------|
| 3.0                   | The service provider is to provide a registered pest control officer with a minimum of 5 years' experience. | 5%           |
| 4.0                   | The service provider is to submit a list of vehicles registered under the organization including equipment. | 10%          |
|                       | The service provider is to submit a detailed company profile including a list project completed             | 10%          |
|                       | The service provider is to submit a quality assurance plan.   | 5%           |
| 5.0                   | The service provider is to submit bank rating / grading letter as per the following categories              |              |
| <b>Scoring matrix</b> |   |              |
| Description           |   | Points       |
| Category A -          |   | 20           |
| Category B -          |   | 15           |
| Category C -          |   | 10           |
| Category D            |   | 5            |
| <b>Total</b>          |   | <b>100 %</b> |

**NB:**

- Failure to comply with any of the mandatory requirements will lead to disqualification.
- Minimum threshold on functionality requirements is 85%.

**3.4 STAGE 4: PRICE AND SPECIFIC GOALS CRITERIA**

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

|                         |                  |
|-------------------------|------------------|
| <b>Price Assessment</b> | <b>80 Points</b> |
| <b>Specific Goals</b>   | <b>20 Points</b> |

**4. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER**

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

| Company Name | Nature of work | Value of the work | Contact person & contact number | Duration of the project (Start and end date) |
|--------------|----------------|-------------------|---------------------------------|--|
|              |                |                   |                                 |  |
|              |                |                   |                                 |  |
|              |                |                   |                                 |  |
|              |                |                   |                                 |  |
|              |                |                   |                                 |  |
|              |                |                   |                                 |  |

Signature of person authorized to sign the bid: \_\_\_\_\_

Date: \_\_\_\_\_

## 5. SBD4 DECLARATION OF INTEREST

### BIDDER'S DISCLOSURE

#### 5.1 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.

#### 5.2 Bidder's declaration

Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state? YES/NO

5.2.1 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

5.2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

---

5.2.3 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

If so, furnish particulars:

.....  
.....

**5.3** 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**

**5.3.1** If so, furnish particulars:

.....  
.....

## 6. 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:

6.1 I have read and I understand the contents of this disclosure;

6.1 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

6.2 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

6.3 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.

6.5 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.

6.6 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.

6.7 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bidders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to quote (RFQ):

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

#### **1.2 To be completed by the organ of state**

a) The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and (b) Specific Goals.

#### **1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## **2. DEFINITIONS**

- (a) “**bid**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

“**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

- (e) “Historically Disadvantaged Individual (HDI)”**

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("The Interim Constitution") and /or
  - ii. Who is a female; and/or
  - iii. Who has a disability
- (f) "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (g) "Youth" Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

**"Specific goals"** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

##### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

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

80/20

Where

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

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for quotations for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

#### **Points awarded for historically disadvantaged individuals**

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

**Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The bidder must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender   | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Percentage Owned<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|---|--|
| HDI   | 4  | %   |  |
| Woman   | 4  | %   |  |
| Disabled  | 2  | %   |  |
| Youth   | 4  | %   |  |
| Locality <ul style="list-style-type: none"> <li>• Gauteng Province = 6</li> <li>• National = 0</li> </ul> | 6  |   |  |
|   |  |   |  |
| <b>Total Points</b>   | <b>20</b>  |   |  |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company [TICK  
APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 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, if deemed necessary

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## 7. BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The RFQ documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

|            | <b>Description</b>  | <b>Submitted<br/>(Yes/No)</b> |
|------------|---|-------------------------------|
| Schedule 1 | SBD FORMS   |                               |
| Schedule 2 | B-BBEE Certificate and/or Affidavit   |                               |
| Schedule 3 | Tax Clearance Certificate and/or TAX Verification PIN                           |                               |
| Schedule 4 | Certificate of attendance of compulsory briefing session <b>(if applicable)</b> | N/A                           |