



REQUEST FOR QUOTATION – OPS 02/2022

PEST CONTROL SERVICES FOR A PERIOD OF SIX (6) MONTHS

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety).

2. Purpose

The Durban ICC requires a service provider for the provision of Pest Control Services, for a period of six (6) months.

3. Specifications

- Provide complete pest control services to ensure effective control and elimination of pests, including the use of insecticides, traps, bait stations etc. where appropriate.
 - Offer monthly, comprehensive site inspection and identification of pest issues/problems and risk assessments.
 - Identify and address potential risks, i.e. proactive service as opposed to reactive.
 - Be available for emergency callouts and weekend emergencies when required.
 - Monitor and adjust treatment / procedures which prove to be the most effective service in line with ISO and HACCP regulations.
 - Provide monthly reports on services provided, current challenges and proposed solutions.
 - Complete and submit the required MSDS documentation and ensure the information provided is accurate and current.
 - Maintain a service file which includes service history documentation, checklists, valid certifications, training, Material Safety Data Sheets (MSDS's), Approved Chemical Usage list with L-Numbers for HACCP/ ISO 22000 requirements, Corrective action reports etc. and ensure this is updated and accessible at all times for SABS and external service provider hygiene auditing purposes. Service file should meet the requirements for a HACCP or ISO 22000 certified organisation.
 - Conduct quarterly quality assurance inspections.
 - Submit pest action plans on a quarterly basis or when procedures / treatments are altered.
- Supply educational information on a regular basis to the Durban ICC for the purpose of creating awareness and training of employees.
Provide an approved site map for the premises rodent bait stations and flycatcher units.
SABS registered pesticides shall be used and the Service Provider must supply a 16 point material safety data sheets for all products.

- Pesticides shall be safe for use in food production environments.
- Tenderers should be in possession of a Safety File (a copy to be retained by the Durban ICC) which should have all relevant valid compliances. The responsive tenderer will need to attend a health and safety induction and submit the completed Safety File within 15 working days (3 weeks) from date of official award letter being issued to the most responsive service provider.
- Provide proof that the chemicals used are for a primary target organism and will not affect a secondary organism
- Company COVID-19 Policy and protocols must also be included in the Safety File.
- Service Technicians must be trained in SANS 10049; Food Hygiene Management – Requirements for PRP for HACCP or equivalent.

4. Compulsory Pricing Schedule (official form of offer)

Description	Monthly cost (VAT excl.)	No. of months	Total (monthly cost x 6)
Monthly Fees for the provision of pest control services, as per requirements	R	6 months	R
Description	Quantity Required	Unit Cost	Total Cost
Replacement Insect Light Trap (ILT) Unit Cover (Cobra)	5		
Replacement Insect Light Trap (ILT) Unit Cover (Optical)	5		
Please state any additional cost:			R
Annual cost (VAT excl.)			R
VAT @ 15%			R
Annual cost (VAT Incl.)			R

The Durban ICC currently has the following equipment on the premises which will need to be inspected and serviced, as and when required. This cost needs to be accounted for in the monthly service fees:

Description	Approximate quantity
Insect Light Trap (2 / 3 bar blue light)	32
Rodent Bait Stations	100

5. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	YES	NO
	✓	X
<p>5.1 The service provider must have at least two years (2) requisite experience providing pest control services for at least one (1) establishment, within the last 5 years, <u>which has a minimum size of Sixty thousand square meters (60 000 sam).</u></p> <p><u>The elements of an acceptable reference are detailed below. It is advisable to ensure that the references submitted are in line with the below requirements.</u></p> <ul style="list-style-type: none"> - Details of client (name, contact email and telephone) for third party confirmation purposes - Size and location of the establishment where these services were rendered* - Contract amount and duration - Detailed scope of pest control services performed for the client - Adherence to the service level agreement and non-conformances issues identified - Details of the chemicals used in the pest control process - Pest control equipment on site 		
<p>5.2 Service provider must have knowledge and experience in pest control operations for HACCP or ISO 22000 certified companies. (Please provide 3 traceable references to HACCP or ISO 22000 certified companies currently using your pest control services). (Please also provide the HACCP or ISO certifications for those companies)</p>		
<p>5.3 The service provider must be a member of the South African Pest Control Association (SAPCA). Please attach certification</p>		
<p>5.4 Please attach the detailed CV of the recommended Service Technician for this contract including their Registration Certificate/s of Pest Control Operator(s) with the Department of Agriculture.</p>		

6. Additional condition of the RFQ

6.1 Eligibility – CSD Registration

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided in the relevant portions of the tender submission.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

7. Special / Additional Conditions Of Contract

7.1 PAYMENT

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Durban ICC shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

7.2 PRICES

Prices are fixed for (6) month period

7.3 PENALTIES

"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 penalty of R1000 per day for each day service is delayed.

8. Additional Conditions Of Contract

ACC1 QUALITY OF PRODUCTS

No inferior products will be accepted under this enquiry.

Should there be any cause for complaint against the standard of service or quality of products offered which is not resolved within a period of 10 working days, the Durban ICC reserves the right to cancel the contract after serving one month's notice, in writing, to the supplier involved. Should such notice be given, the supplier shall nevertheless be obliged to perform the duties covered by the contract up to the date of expiration of the period of notice.

ACC2 SATISFACTORY PERFORMANCE

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Durban ICC shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Durban ICC, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Durban ICC.

ACC3 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 1993.

This act replaces the Workmen's Compensation Act:

The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act. The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

ACC4 DAMAGE TO PERSONS AND PROPERTY

- (1) The supplier shall indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.
- (2) The supplier enters into this contract as an independent contractor and shall be solely liable in respect of any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.



ACC5 CHEMICALS

- All the chemicals used must be SABS approved for use in the Pest Control Industry.

ACC6 INSECT PROOFING

- Conduct monthly site inspections of the Durban ICC complex to identify all the places that pests might gain access to and the best method of control.
- Report on the most effective insect proofing techniques
- Installation, service and maintenance of equipment required to control infestation
- Use of appropriate insecticides which are SABS compliant and eco-friendly
- Identification of potential breeding sites and entry points to break of the breeding cycle
- Effective treatment using tamper-resistant bait stations, systemic insecticidal gel bait or similar approved
- Effective treatment for spiders, ants, cockroaches, mites, flees and any other insect deemed to be a pest.

ACC7 RODENT CONTROL

- Provide an effective rat and mouse control plan for the Durban ICC;
- Install service and maintain bait stations, at the critical access points or as identified during the monthly site inspections.
- Customise rodent proofing and preventative measures to be put into place.
- Schedule monthly rodent control site visits to prevent outbreaks

ACC8 FOOD PRODUCTION AND FOOD STORAGE PEST CONTROL

- Identify the problem species
- Insect control service for long-term prediction, prevention and eradication of outbreaks. The term insects include all crawling and flying insects that have an adverse effect on business or reputation, such as cockroaches, termites, ants, flies, weevils etc.
- Monthly deep cleaning and spray treatment or as required.

ACC9 FLY CONTROL

- Tailored programme to Durban ICC specific requirements to effectively control fly infestations.
- Fly control program to include:
 - Accurate identification of fly species
 - Identification of breeding sites and entry points
 - Breaking of the breeding cycle
 - Installation, service and maintenance of UV Fly Control Units in places, especially sensitive areas such as food preparation and dining areas to ensure high levels of control (approximately 30 units, subject to change)
 - Replacement of sticky boards for the UV Fly Control Units
 - Replacement of UV bulbs when ineffective (within a year)
 - Replacement of fly bait stations
- Treatment to include:
 - Spraying (manual /automatic)
 - Fly bait stations, approximately 32 units
 - Annual fogging or as required
 - Maintain current electric fly control units and install new units if required
 - Monthly inspections to prevent any recurrence of flies, or as required.

ACC10 TECHNICAL SUPPORT

- Extensive knowledge of the lifestyle, habits and vulnerabilities of all types of pests, from exclusion and detection to capture, identification and elimination.
- Service Technicians must be trained in SANS 10049; Food Hygiene Management — Requirements for PRP's for HACCP or equivalent, health & safety of handling pesticides, insecticides and proper PPE (Personal protective equipment)
- Use of innovation and the latest technology directed at eco / ozone-friendly products and applications.
- Quarterly quality assurance inspections.
- General training (annual / bi-annual) for ICC staff including: materials, chemicals, anti-pest cleaning and visuals aids.
- Detailed reports of every visit include observations, notes of service treatment and recommendation action plan
- A staff management training program appropriate to our facility including, Pest awareness training; Anti-pest building design and specialist anti-pest cleaning
- Unlimited emergency callout service within 24hours response time
- Provide information on new pest control products and pest eradication technologies

- Full technical support from research and development departments
- Site checklists (Durban ICC, ICC Arena & Exhibition Centre)

ACC11 AREAS OF CONCERN TOGETHER WITH FREQUENCY

Location	Count Areas	Approximate m ²	Frequency	Actual Scope of Work
Admin Office Kitchens	2	10	Monthly	Perimeter
Admin Office Toilets	6	56	Monthly	Perimeter
Cloakrooms	3	231	Monthly	Perimeter
Coffee Shop	1	128	Monthly	Perimeter
Kitchens	4	1,259	Monthly	Perimeter
Laundry	1	25	Monthly	Perimeter
Lifts	8	108	Monthly	Perimeter
Loading Docks 1-3	3	2,779	Monthly	Perimeter
Loading Dock 4	1	2,007	Monthly	Perimeter
Pantries	19	1,259	Monthly	Perimeter
Goods Receiving	2	926	Monthly	Perimeter
Service Areas	4	810	Monthly	Perimeter
Staff Canteen	1	50	Monthly	Perimeter
Stores	50	1,976	Monthly	Perimeter
Durban ICC & Arena Toilets	57	1,140	Monthly	Perimeter
DEC Toilets	27	486	Monthly	Perimeter
Durban ICC Admin Offices	1	1,439	Monthly	Perimeter
Boardrooms	2	133	Monthly	Perimeter
Concourses	5	3,966	Monthly	Perimeter
Courtyards	5	2,808	Monthly	Perimeter
DEC Admin Building 2 x floors	1	1,503	Monthly	Perimeter
DEC Hall 1	1	7,116	Monthly	Perimeter
DEC Hall 2	1	3,510	Monthly	Perimeter
DEC Hall 6	1	508	Monthly	Perimeter

Location	Count Areas	Approximate m ²	Frequency	Actual Scope of Work
DEC Mystrals & Coast of Dreams	2	1,000	Monthly	Perimeter
Durban ICC Main Foyer	1	1,586	Monthly	Perimeter
Business Centre Entrance	1	78	Monthly	Perimeter
Foyers	18	9,941	Monthly	Perimeter
Durban ICC Halls 1-6	14	12,371	Monthly	Perimeter
Lobbies	7	148	Monthly	Perimeter
Hospitalty Suites	3	70	Monthly	Perimeter
Meeting Rooms	11	1,752	Monthly	Perimeter
Management Offices	14	757	Monthly	Perimeter
Parking	5	29,630	Monthly	Perimeter
Main Service Tunnels	12	4,444	Monthly	Perimeter
Arena Basement Reception Area	1	64	Monthly	Perimeter
Sewing Room	1	13	Monthly	Perimeter
Stairwells	8	169	Monthly	Perimeter
Tenant Offices	4	400	Monthly	Perimeter
Durban ICC Refrigerated Delivery Vehicle	1	22	As and when Required	Perimeter
Total	308	96 678		

ACC12 ADDITIONAL SERVICES

- All additional services / products which are affiliated under Pest control services holistically will be accounted for in this contract.
- Fumigation of the entire Durban ICC and DEC (as and when required).
- All additional work / equipment will require Durban ICC executive, prior approval.
- The Durban ICC reserves the right to test the market and not be obligated to the appointed service provider for the provision of additional work or for additional equipment.

ACC13 BIRD REPELLENT

- The service provider is required to advise on the latest bird repelling technology.

ACC14 CORE TEAM COMPOSITION

- The service provider must ensure that the pest control team comprises of technicians who are duly skilled and experienced to undertake the services at the Durban ICC premises.

9. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 9.1 Full name.
- 9.2 Identification or company or other registration number.
- 9.3 Tax reference number and VAT number, if any.
- 9.4 Valid CSD compliance report, confirming compliance at time of bid submission,
- 9.5 Valid BBBEE Certificate.
- 9.6 Valid SARS tax clearance pin.
- 9.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 9.8 MBD 4 Declaration of Interest form must be completed.
- 9.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

10. Terms and Condition

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

11. Requirements to submit quotations

- 11.1 All schedules in this document must be populated and will form part of the quotation.
- 11.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 11.2 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 11.3 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with



the bid submission. Failure to register on these two databases may adversely impact on the award process.

CSD registration website: <https://secure.csd.gov.za>

EThekwinl Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

12. Contact Person

Percy Dlamini – Acting Operations Director
Tel: 031 360 1201
Email: mncedisid@icc.co.za






11. Compulsory Site Inspection

Please note that a site inspection will be held at 10h00, on 25th January 2022. Contractors are to meet Percy Dlamini at the Durban ICC Security Desk where they will be briefed and escorted to the area of work. **Failure to attend the compulsory site inspection will invalidate the bid submission.**

12. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before 12h00 on 31st January 2022.

12. **Request approved by:**


<hr/> Acting Operations Director Percy Dlamini

<hr/> SCM Compliance Officer Bathabile Mshengu

<hr/> SCM Manager Thenashree Naidoo
 14/01/2022
<hr/> Chief Financial Officer Melanie Rambally
 14/01/2022
<hr/> Chief Executive Officer Lindiwe Rakharebe



13. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I being duly authorized thereto bydo hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: ***(Block Capitals)*** _____

Signature: _____ Date: _____

14. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number: to be completed by tenderer.</u>
Consolidated No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (of person authorised to sign on behalf of the Tenderer)

15. MBD4 Declaration of Interest

- 15.1 No bid will be accepted from persons in the service of the state¹.
- 15.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 15.3.1 Full name of bidder or his/her representative
- 15.3.2 Identity number:
- 15.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 15.3.4 Company Registration Number:
- 15.3.5 Tax Reference Number:
- 15.3.6 VAT Registration Number:
- 15.3.7 The names of all directors / trustees / shareholders members, their individual Identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *MSCM Regulations: "in the service of the state" means to be –*

- (a) *a member of –*
- *any municipal council*
 - *any provincial legislature*
 - *the National Assembly or the National Council of Provinces*
- (b) *a member of the board of directors of any municipal entity;*
- (c) *an official of any municipality or municipal entity;*
- (d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) *a member of the accounting authority of any national or provincial public entity;*
- (f) *an employee of parliament or a provincial legislature.*

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

15.3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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15.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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15.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

YES	NO
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15.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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15.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
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15.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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15.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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16. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder