



## **FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms N. B Matlakala** Tel: 040 608 4213. Email: [Nosimo.matlakala@ecdoe.gov.za](mailto:Nosimo.matlakala@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

It would be greatly appreciated if you could please submit a quote/bid as per the attached/below mentioned specification.

### **1. SPECIFICATION**

**RFQNO:...2024/08/1110**

Kindly furnish this office with a quotation for bird proofing in all the ceilings, fumigation of bird lice, rodents, cockroaches and ants in all offices kitchens and passages , in the Department of Education, Exam Centre at Zwelitsha, Thembalabantu Registry and CRMC on a quarterly basis from 01 November 2024 to 30 October 2025

<b>Directorate</b>	<b>Name &amp; Extension</b>	<b>End User/ Functionary</b>	<b>Signature</b>	<b>Date</b>
Facilities, Security and Records	Ms NB Matlakala 040 608 4213	Approved / Not Approved		11 October 2024

### **2. REQUIREMENTS / CONDITIONS**

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;**
- **Quotations must reflect your Logis and CSD Supplier Number;**
- Quotations are to be valid for 30 days;
- Quotation is only valid when signed/stamped by the service provider;
- Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- Return date of the quotations should be within 48 hours of receipt (2 working days);
- Please indicate in writing/ e-mail if you are unable to provide service (1 working day);



- Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and
- **Quotations are to be hand delivered at the Silver Tender Box, next to the lift in the reception area, Department of Education, Steve Tshwete Complex, Zone 6, Zwelitsha**

Name of building	Location	Contact details
Head Office and Examination Centre	Steve Tshwete Building, Zone 6, Zwelitsha	Ms Monki  040 608 4566

### **3. QUOTATIONS EVALUATION CRITERIA**

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied;
- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

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



Non-compliant contributor	0
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**NB\* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.**

#### **4. ELIMINATION CRITERIA**

##### **STAGE 1**

The purpose of this section is to determine which responses are compliant with the requirements issued herein.

- 4.1 The SBD 4, not completed comprehensively, correctly and signed.
- 4.2 The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted together with the bid documents. The manufacturer must indicate who his/ her Suppliers of materials will be for the duration of the contract and provide proof thereof. In this instance, the certificate of local content relating to the materials supplied must be completed by the relevant supplier and included together with the bidding documents.

#### **5. ELIMINATION CRITERIA: TECHNICAL REQUIREMENTS**

<b>MANDATORY</b>	<b>YES/NO</b>	<b>COMMENT</b>
Membership with the Pest control Industries Board (PCSIB)	Y/N- This is an eligible criterion	Mandatory requirement-failure to comply will result in disqualification
Certificate of Registration of the Pest Control Operator by the Department of Agriculture	Y/N – This is an eligible criterion	Mandatory requirement-failure to comply will result in disqualification
Certificate from South African Pest Control Association (SAPCA)	Y/N – This is an eligible criterion	Mandatory requirement-failure to comply will result in disqualification
<b>DESCRIPTION</b>	<b>WEIGHT</b>	<b>AWARD POINT</b>
Submit minimum of Three (3) written reference letters from companies that have provided with similar service- the	10 Points	10 points = 3 Reference letters submitted 5 points = 2 Reference letters submitted



reference letters must not be dated older than three years		0 points =< Reference letters submitted
Submit competency certificates for at least Two (2) PCO's (Pest Control Operators). The training should include structural pest control and fumigation	20 Points	20 points = 2 Competency Certificates of PCO's 10 points = 1 Competency Certificate of PCO 0 points =0 Competency Certificate of PCO
Submit a list of all pesticides, fumigants and rodenticides which are registered with the department of agriculture together with copies of Material Safety Data Sheets (MSDS) File	20 Points	20 points = list of chemicals and MSDS matches criteria 100% 15 points = list of chemicals and MSDS matches criteria 90% 10 points = list of chemicals and MSDS matches 80% 5 points = list of chemicals and MSDS matches 70% 0 points = list of chemicals and MDS matches less than 70% of criteria or no list submitted and no MSDS.
Submit a generic risk assessment, based on the attached pesticides, bird proofing, fumigants, ants and rodenticides services scope of work. The risk assessment should, as a minimum, give detail of the following elements: safety, health, environment and quality	20 points	20 points = Risk assessment covers 4 elements 15 points = risk assessments cover 3 of the 4 elements 5 points = risk assessment covers 2 of the 4 elements 0 points = risk assessment covers less than 2 of the 4 elements or no risk assessment submitted
Submit Two (2) CV's of PCO's with years of experience in pest control and fumigation industry	10 points	10 points = Two CVs submitted 5 points = One CV submitted 0 point = No CV submitted



Submit a valid Letter of Good Standing from the Compensation Commissioner	20 points	20 points = submitted 0 points = Not submitted
<b>Sum/ Total of Weight</b>	<b>100</b>	
<b>Total Scored</b>		

Please note that service provider is required to meet a minimum of 70% failure to do so will deem the bidder nonresponsive

**6. STAGE 2 ELIMINATION IN TERMS OF STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT FOR SCHOOL FURNITURE AND OFFICE FURNITURE**

**Bid will be eliminated for non-completion and non -submission of the following:**

- 6.1 Non-completion of SBD 6.2.
- 6.2 Non-completion and submission of annexure C (local content).
- 6.3 Non-submission of the DTI exemption letter where applicable.

**7. QUOTATIONS EVALUATION CRITERIA**

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations and the PPR of 2022 will be judiciously applied.

<b>Preferential Goals Historically Disadvantaged Individuals</b>	<b>Percentage Allocated</b>	<b>Allocation of Points 80/20</b>
Women Participation	20	5
Persons with Disabilities	10	2
Promotion of Youth	20	5
<b>Specific Goals</b>		
Enterprises located in the Eastern Cape Province	40	6
Promotion of Military Veterans	10	2



## CLAIMING OF PREFERENCE POINTS

- Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.
- Preference points may be allocated to other RDP goals as follows:
  - Promotion of South African owned enterprises
  - Promotion of export-oriented production to create jobs
  - Creation of new jobs or intensification of labour absorption
  - Promotion of enterprises located in the rural areas
  - Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

***NB: Please provide proof of HDI and Specific Goals as indicated in the Specification to claim points. This will however be verified by the Department, using the following POE amongst others (but not limited to)***

NO	Preferential Goals Historically Disadvantaged Individuals	Possible Supporting Documents
1	Women Participation	CSD report and ID copy of owner/s and proof it is owned by women
2	Persons with Disabilities	Confirmation of disability by a registered practitioner
3	Promotion of Youth	CSD report and ID copy of owner/s
4	Enterprises located in the Eastern Cape Province	Proof of residence in the form of municipal bills, title deeds and signed lease agreements





5	Promotion of Military Veterans	Certificate of registration, CSD report and ID copy of owner/s
6	In case of JV and Consortiums	Company composition documents and JV agreement indicating % allocation of work per JV partner

## BIDDER'S DISCLOSURE

## SBD4

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

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

Full Name	Identity Number	Name of institution	State

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

<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.





- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

