

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/332/12/2022
DATE ISSUED	07/12/2022
PROJECT NAME	Pest Control Services for SANSA Hermanus
COMPULSORY BRIEFING SESSION	12/12/2022 12:00 Hospital Street, Hermanus
CLOSING DATE AND TIME	15/12/2022 12:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

A. BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if

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

applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from,



- and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-04 - RFP

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

B. REQUEST FOR PROPOSAL FOR PEST CONTROL SERVICES FOR SANSAS HERMANUS

1. BACKGROUND TO SANSAS

The South African National Space Agency (SANSAS) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

2. SCOPE OF WORK (TERMS OF REFERENCE)

SANSAS Hermanus requires the services of a fully registered service provider to undertake pest control services for a period of three (3) years. The successful bidder will be responsible for treatment of all offices, kitchens, ablution facilities, storage areas, accommodation as well as all areas listed on the addendum (Excel spread sheet with area measurements) on an as and when required basis, as per specifications below:

The Pest Control Services required includes but is not limited to:

- Office fumigation services (spray).
- Bedbug treatment and flea control.
- Spray and gel of all high-risk areas such as kitchens, ablution facilities and storage areas for the control and eradication of termites, ants, bugs, insects and cockroaches.
- Servicing and replenishment of rodent bait stations as well as the installation thereof based on request.
- Mole infestation control based on request.
- Application (spray) of snake repellent around all office and outbuildings based on request.
- Submitting a treatment report/certificate as well as documentation of compliance per each service completed.

Fumigation and Pest Control Services should address the control of following pests (list is not exhaustive and others can be added as required):

- Rodents such as rats and mice
- Termites
- Flies and ants
- Worms
- Cockroaches

- Wasp and Bees
- Insects and bugs
- Mosquitos and Midges
- Moths and Silverfish

Any ad hoc service relating to Pest Control will be requested on a per quote basis.

Bidder to note:

- The successful bidder must be registered as a Pest Control Operator in terms of the Fertilizers, Farm Feeds and Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as amended and the regulations relating thereto as published in Government Notice No. R1449 of 1 July 1983.
- The SANSA Hermanus office is located at Hospital Street, Hermanus in the Western Cape, and bidders must note that the services are required on-site in Hermanus.
- Due to the daily operational requirements of SANSA, each office must be safe for human re-entry after 20 minutes of treatment application.
- Treatments/chemical solutions used in the execution of pest control services must not be harmful to pets such as cats and dogs, or the wildlife onsite.
- The bulk of these services are required over each December period, more specifically between the 15th to 23rd December. Days for the service request may vary each year and are not limited to December months only. Services may be requested throughout any month of a calendar year.
- Any damages to SANSA infrastructure or furniture caused by the service provider in the execution of their duties will be for their own account.
- SANSA will not be held responsible for any damages, losses, theft of equipment or any valuables of the contractor or injury of his/her personnel while on site in the execution of their duties.
- SANSA will not lend, borrow or supply any equipment, tools or pest control products to the contractor. It's the responsibility of the contractor to have all items available when they come to perform the requested service.
- Any waste or empty containers generated by the service provider must be disposed off-site. Service providers will be monitored closely in this regard.
- Successful Bidder to sign a Health and Safety agreement which will serve as an addendum to the Service Level Agreement.
- **Compulsory site briefing Session to be attended at SANSA, Hospital Street, Westcliffe, Hermanus, 7200 on 12/12/2022 at 12:00**

SANSA requires the successful bidder to respond to any Pest Control issue reported by SANSA personnel, depending on the priority class, within times set out in the table below:

<u>Priority Class</u>	<u>Response Time</u>
Low Priority	48 hours
Medium Priority	12 - 24 hours
High Priority	4 hours

C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 70 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

1. Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table1 below

Table1: B-BBEE level and points

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

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is **“No”** on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
Site Briefing Attendance		
CSD Registration Summary Report with a compliant tax status		
Registration with the Department of Agriculture		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Company experience	40
Project team and Equipment	30
Timeline	20
Locality	10
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

The experience of the bidder in providing Pest Control Services over the last three (3) years will be evaluated. A minimum of at least three (3) contactable references to be provided although five (5) is desired on past or current projects or contracts. Please note that SANSA will be contacting references as part of the due diligence process for RFQs.

Criteria	Maximum Points
0	Team consists of 3 or less workers with no spray pump
15	Team consists of more than 3 but less than 5 workers with at least one spray pump.
30	Team consists of 5 or more workers with at least two (2) spray pumps.

Evaluation criteria 3: Project Timeline

SANSA requires this service to be delivered in the most effective and efficient manner. Pest Control services need to be executed swiftly without hampering the functionality of daily operations onsite. A brief overview of how the bidder will proceed to complete the service within the desired timeframe, must be submitted.

Criteria	Maximum Points
0	Bidder did not provide a timeframe or can only complete the service within 3 days. Either one of these will result in a score of 0.
10	Bidder can complete the service within 2 days.
20	Bidder can complete the service within one day.

Evaluation criteria 3: Locality

Bidder to provide proof of business address within the Overberg area. (Municipal letter or signed lease agreement or CSD report indicating business address)

Criteria	Maximum Points
0	Bidder is not situated in the Western Cape Province.
5	Bidder is situated in the Western Cape Province, but outside the Overberg Area.
10	Bidder is situated in the Western Cape Area and within the Overberg region.

PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.
6. Pricing to include delivery of service to Hermanus.
7. Pricing schedule is for evaluation purposes as any related service can be requested at any time.

Bidder to refer to the attached Excel spreadsheet with area measurements to assist with formulating pricing in the table below:

DESCRIPTION	<u>Year 1</u>	<u>Year 2</u>	<u>Year3</u>	<u>Total Price</u>
Price per square meter for office fumigation (spray pump)				
Price per service and replenishment of a rodent bait station (price per unit)				
Price per unit for supply and installation of plastic rodent bait station (mostly external)				
Bedbug treatment per room (bedroom size approximately 20 sq. meters)				
Price for the spraying of snake repellent per sq. meter				
Price per sq. meter for mole eradication				
Price per running meter for cockroach gel application (gel pump)				
Price per call-out and assessment				
Any other costs (please specify)				
TOTAL CONTRACT AMOUNT (INCLUDING VAT)				

D. SPECIAL CONDITIONS

- a) Quotations to be returned to: bmdodana@sansa.org.za
- b) The service provider shall commit to post support where and when required by SANSA.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD)
- d) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- e) Bidders to attend a compulsory site briefing, failure to attend will result in immediate disqualification.
- f) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
7200

E. TIMELINES

The successful service provider must be in the position to provide the service within 1 week after the purchase order has been issued by SANSA.

F. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. A Brief overview of how the tenderer proposes to complete the service within the desired timeframe.
- b. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE).
- c. At least 3 References including organisation name, contact person and contact numbers.
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- e. All pages of quotation must be signed by the authorised person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

G. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

Signed

Date

Name

Position

Enterprise
name

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.
2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all

reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSAS.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used, you can contact SANSAS's Information Officer: Ms Andiswa Mlisa on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSAS has on you at any time. If you think that SANSAS has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSAS to retain any information, SANSAS will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSAS. SANSAS assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSAS will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSAS takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END