



**HOUSING COMPANY TSHWANE**  
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**QUOTE DOCUMENT**

**SUPPLY CHAIN MANAGEMENT UNIT**

**DESCRIPTION: PROCUREMENT OF PEST CONTROL MANAGEMENT SERVICES.**

**QUOTE NO: HCT-SCMUQ 08/2025/26**

**NAME OF COMPANY:** .....

**AMOUNT R** ..... **VAT incl.**

**AMOUNT IN WORDS:** .....

.....**RAND**

**CLOSING DATE: 04 SEPTEMBER 2025 @ 12H00**

**COMPULSORY SITE BRIEFING:**

**DATE: 01 SEPTEMBER 2025**

**TIME: 10H00 AM**

**VENUE: TOWNLANDS SOCIAL HOUSING**

**374 COWIE STREET**

**MARABASTAD**

**PRETORIA**



**HOUSING COMPANY TSHWANE**  
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**ADVERT**

**PART A: MBD1**

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: PROPERTY MANAGEMENT**

**QUOTE DESCRIPTION: PROCUREMENT OF PEST CONTROL MANAGEMENT SERVICES.**

**QUOTE NO: HCT-SCMUQ 08/2025/26**

Quotations are hereby invited from interested service providers for: procurement of pest control management services for Housing Company Tshwane. Documents are obtainable from Housing Company Tshwane website [hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge.

**Interested bidders must attach proof of the following documents:**

- CSD report (not older than 3 months).
- Original certified copies of IDs for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK or (not older than 3 months) not owing for more than 3 months.
- Copy of Lease Agreement with 1 Month proof of payment only for both director & company.
- Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both directors and company not older than 3 months.
- Originally signed letter from Councillor for bidders/company residing in informal settlements accompanied by original sworn affidavit.
- Valid tax pin or tax clearance.
- Proof of work experience in pest control management services (one or more Orders / Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into the tender box. Housing Company Tshwane box, Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street 0001, marked as Quote No: **HCT-SCMUQ 08/2025/26 Procurement of Pest Control Management Services for Housing Company Tshwane.**

The document will be available on Housing Company Tshwane's website [-hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge from the date of advert.

**Closing date: 04 September 2025 @ 12h00 at Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street, Marabastad 0001.**



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The quote will be evaluated on 80/20 points scoring system and returnable documents.

**Target Goals:**

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 Points for Specific Targets**
  - At least 51% Women owned companies - 5 Points
  - At least Youth owned companies – 4 Points
  - At least companies owned by People with disability – 4 Points
  - Locality – 7 Points

**The Bidder shall take note of the following Quote conditions:**

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed, and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

**Technical enquiries should be directed to Mr. M Mbambo 082 857 9495.**

**Administrative enquiries must be directed to Mr. T Mthethwa (012) 358 4469 / [hct-scm@tshwane.gov.za](mailto:hct-scm@tshwane.gov.za).**



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**PART B.1**  
**FORM OF OFFER**

**Quote for contract number: HCT-SCMUQ 08/2025/26**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter this contract on behalf of:

\_\_\_\_\_

By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this quote.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Please Note: The prices at which quote is prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialing each page of the document will result in disqualification of the bidder.**



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**Part B. 2**

**Quote Information**

Details of person responsible for the quote process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the quote for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

\_\_\_\_\_

Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of signatory



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**SPECIFICATIONS FOR: PROCUREMENT OF PEST CONTROL MANAGEMENT SERVICES FOR HOUSING COMPANY TSHWANE.**

**1. PURPOSE**

1.1. To appoint service provider(s) to provide integrated pest control management services to the Housing Company Tshwane for the supply and installation of rodent bait stations once off for Townlands development and service and maintenance of the rodent bait stations for a duration of twelve (12) months.

**2. INTRODUCTION AND BACKGROUND**

2.1 Housing Company Tshwane Department does not have a service provider that renders integrated pest control management services.

2.2 It is imperative for Housing Company to procure integrated pest control management services from reputable service provider(s) in terms of the Occupational Health and Safety Act, Act No.85 of 1993 (as amended).

**3. OBJECTIVES**

3.1 The objective of the project is to outsource integrated pest control management services to provide pest control management services from a service provider with the requisite experience, skills and competencies to the Housing Company Tshwane at Townlands development, Marabastad.

3.2 The bidder must submit one (1) bid document.

NO	Areas/building	BIDDERS PARTICIPATING	
		YES	NO
1	Townlands		



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#### **4. SCOPE AND EXTENT OF WORK**

- 4.1 Once off supply and installation of rodent bait stations that will eliminate rodents at Townlands;
- 4.2 Quarterly servicing and maintenance of bait stations. These will be used to eradicate the problems of pests such as rats, mice, bees, ants and snakes;
- 4.3 Ad-hoc services, on an as and when basis that may include, but is not limited to catching of snakes, removal of bees, wasps, bats, and other insects which may cause harm to employees / clients.

#### **4.4 Uniforms and Personal Protective Equipment**

- 4.6.1 The service provider(s) must ensure that all work performed, all vehicles, plant and equipment brought onto or used on site, complies with the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), as well as the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993).

#### **5. EXPECTED DELIVERABLES / OUTCOMES**

##### **5.1 EXPECTED DELIVERABLES**

###### **DESCRIPTION:**

- a) The successful service provider shall furnish all supervision, labour, materials, and necessary equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components.
- b) The service provider shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.

###### **PESTS INCLUDED:**

- c) The service provider shall adequately suppress the following pests: ▪ Outdoor populations of rodents at Townlands

###### **INITIAL BUILDING INSPECTIONS:**

- d) The service provider shall complete a thorough, initial inspection of the specified building or site at least ten (10) working days prior to the starting date of the contract.



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- e) The purpose of the initial inspections is for the service provider to evaluate the pest control needs of all locations and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations.
- f) Access to building space shall be coordinated with the Facilities Management Representative.
- g) The Facilities Management Representative (HCT) will inform the service provider of any restrictions or areas requiring special scheduling.

**PESTS VULNERABLE AREAS:**

- h) The following areas must be treated:
  - i. Plant rooms (15)
  - ii. Refuse Bay (22)

**DESCRIPTION:**

- i) The service provider shall submit to the HCT representative (or requesting office) a Pest Control Plan at least five (05) working days prior to the starting date of the contract.
- j) Upon receipt of the Pest Control Plan, the HCT Representative will render a decision regarding its acceptability within two (2) working days.
- k) If aspects of the Pest Control Plan are incomplete or disapproved, the service provider shall have two (02) working days to submit revisions.
- l) The service provider shall be on-site to perform the initial service visit for each building within the first five (05) working days of the commencement of the contract.

*The Pest Control Plan shall consist of **five (5) parts** as follows:*

**Proposed Materials and Equipment for service:**

The service provider shall provide current labels and Material Safety Data Sheets for all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide service.

**Proposed Methods for Monitoring and Detection:**



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The service provider shall describe methods and procedures to be used for identifying sites of pest harbourage and access, and for making objective assessments of pest population levels throughout the

#### **Service Schedule for each building or site:**

The service provider shall provide complete service schedules that include frequency of service provider visits, specific day(s) of the week of service provider visits, and approximate duration of each visit.

#### **Description of any structural or operational changes that would facilitate the pest control**

The service provider shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

#### **Qualified Pest Control Officers**

The service provider shall provide photocopies of qualifications and registrations of their pest control officers with the Department of Agriculture for every service provider employee who will be performing on-site service under this contract.

The service provider shall be responsible for carrying out work according to the approved Pest Control Plan.

#### **DESCRIPTION:**

The service provider shall receive the concurrence of the HCT Representative prior to implementing any subsequent changes to the approved Pest Control Plan, including additional or replacement pesticides and on-site service personnel.

#### **RECORD KEEPING:**

The service provider shall be responsible for maintaining a pest control logbook or file for site specified in this contract.

These records shall be kept on-site and maintained on each visit by the service provider.

*Each logbook or file shall contain at least the following items:*

#### **a) Pest Control Plan:**



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

**b) Pest Control Work and Inspection Report or an equivalent:**

These forms will be used to advise the service provider of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the service provider's employee performing the service shall complete, sign, and date the inspection report, and return it to the logbook or file on the same or succeeding day of the services rendered.

**MANNER AND TIME TO CONDUCT SERVICE**

**Time frame of service visits:**

The service provider shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours.

When it is necessary to perform work outside of the regularly scheduled service time set forth in the Pest Control Plan, the service provider shall notify the HCT Representative at least one (1) day in advance.

The service visits must be schedule at the following times:

- Office Hours: Service visits to start at 08:00- 16:00

**OCCUPATIONAL HEALTH AND SAFETY:**

The service provider shall observe all safety precautions throughout the performance of this contract

All work shall be in strict accordance with all applicable Occupational Safety and Health Regulations.



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<b>DESCRIPTION:</b>
The Service Provider shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of
<b>Special Entrance:</b>
Certain areas within some buildings may require special instructions for persons entering them.
The service provider shall adhere to these restrictions and incorporate them into the Pest Control Plan.
<b>Uniforms and Protective Clothing:</b>
All service provider personnel working in or around buildings specified in this contract shall wear distinctive uniform clothing.
The service provider shall determine the need for and provide any personal protective items required for the safe performance of work.
Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Health and Safety Regulations standards for the products being used.
<b>SPECIAL REQUESTS AND EMERGENCY SERVICE:</b>
On occasion, the HCT Representative may request that the service provider perform corrective, special, or emergency service(s) that are beyond routine service requests.
The service provider shall respond to these exceptional circumstances and complete the necessary work within three (03) hours after receipt of the request.
<b>SERVICE PROVIDER PERSONNEL:</b>
Throughout the term of this contract, all service provider personnel providing on-site pest control service must adhere to all regulations prescribed by the Department of Agriculture, specifically Act 36 of 1947 related to Pest Control.
Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under this contract.
<b>The service provider should be able to confirm the following:</b>
Their pest control officers are certified and registered with the Department of Agriculture.
<b>USE OF PESTICIDES:</b>



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The service provider shall be responsible for application of pesticides according to the label.

All pesticides used by the service provider must be registered with the Department of Agriculture as stipulated by Act No. 36 of 1947.

**DESCRIPTION:**

Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer’s label instructions and all applicable local laws and regulations.

**Approved Products:**

The service provider shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the HCT Representative.

**Note:** *Should a bidder offer any alternative product to the above specified products, a full description (product data sheet), and the reasons for recommending the alternative product as well as the environmental impact of the product is to be supplied as an Annexure to the original bid.*

**Pesticide Storage:**

The service provider shall not store any pesticide product in the buildings specified in this contract

**Application by need:**

Pesticide application shall be according to need and not by schedule.

As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area.

Written approval must be granted by the pest control person prior to any preventive pesticide

application:

**Minimization of Risk:**

When pesticide use is necessary, the service provider shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve

**INSECT CONTROL:**

**Emphasis on Non-Pesticide methods:**



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The service provider shall use non-pesticide methods of control wherever possible. For example: Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs.

Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.

**Application of insecticides to cracks and services:**

As a general rule, the service provider shall apply all insecticides as "*Crack and Service*" treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

**Application of insecticides to exposed surfaces or as space sprays:**

**DESCRIPTION:**

Application of insecticides to exposed surfaces or as space sprays ("fogging") shall be restricted to exceptional circumstances where no alternative measures are practical.

The service provider shall obtain approval of the pest control officer prior to any application of insecticide to an exposed surface or any space spray treatment.

No surface application or space spray shall be made while tenant personnel are present.

The service provider shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

**Insecticide Bait Formulations:**

Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

**Monitoring:**

Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

**RODENT CONTROL:**

**Indoor Trapping:**

As a general rule, rodent control inside buildings shall be accomplished with trapping devices only.



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<p>All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine Pest Control Management Services and other operations.</p>
<p>Trapping devices shall be checked on a schedule approved by the pest control officer.</p>
<p>The service provider shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.</p>
<p><b>Use of Rodenticides:</b></p>
<p>In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside buildings, the Service Provider shall obtain approval of the pest control officer prior to making any interior rodenticide treatment.</p>
<p>All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.</p>
<p><b>Use of Bait Boxes:</b></p>
<p>All bait boxes shall be maintained with an emphasis on the safety of non-target organisms.</p>
<p><b><i>The service provider shall adhere to the following five (5) points:</i></b></p>

<p><b>DESCRIPTION:</b></p>
<p>1) All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.</p>
<p>2) The lids of all bait boxes shall be securely locked or fastened shut.</p>
<p>3) All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.</p>
<p>4) Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.</p>
<p>5) All bait boxes shall be labelled on the inside with the Service Provider’s business name and address and dated by the Service Provider’s technician at the time of installation and each servicing.</p>



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**STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS:**

Throughout the term of this contract, the service provider shall be responsible for advising the HCT Representative about any structural, sanitary, or procedural modifications that would reduce pest food, water, harbourage, or access.

The service provider shall be responsible for adequately suppressing all pests included in this contract, whether or not the suggested modifications are implemented.

The service provider will not be held responsible for carrying out structural modifications as part of the pest control effort.

However, minor applications of caulk and other sealing materials by the service provider to eliminate pest harbourage or access may be approved by the HCT Representative on a case-by-

The service provider shall obtain the approval of the pest control officer prior to any application of sealing material or other structural modification.

**PROGRAM EVALUATION:**

Procurement and the HCT Representative will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as necessary.

The service provider shall take prompt action to correct all identified deficiencies.

**QUALITY CONTROL PROGRAM:**

The service provider shall establish a complete quality control program to assure the requirements of the contract are provided as specified.

Within five (05) working days prior to the starting date of the contract, the service provider shall submit a copy of his program to the HCT Representative.



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**DESCRIPTION:**

*The program shall include at least the following items:*

**a) Inspection System:**

The service provider's quality control inspection system shall cover all the services stated in this contract.

The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the pest control officer identifies the

**b) Checklist:**

A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections.

The checklist shall include every building or site serviced by the service provider as well as every task required to be performed.

**c) Quality File:**

A quality control file shall contain a record of all inspections conducted by the service provider and any corrective actions taken.

The file shall be maintained throughout the term of the contract and made available to the HCT Representative upon request.

**d) Inspector/s:**

The service provider shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

**6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

- 6.1 The project must be completed within twelve (12) months after the signing of the SLA by both parties. Regular performance appraisals to monitor the identified Key Performance Indicators shall form part of the SLA.



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## **7. COSTING / COMPREHENSIVE BUDGET**

7.1 Comprehensive fixed costing must be provided on pricing schedule

7.1.1 Detailed breakdown of all costs associated with the service must be provided and this includes chemicals, equipment, uniform for staff and wage rates (where applicable).

7.1.2 It is the requirement of this tender that the tender price is based on a fixed price for the duration of twelve (12) months. It is an express requirement of this invitation to tender that the service provider(s) provide some transparency in respect to their pricing approach, which will also include annual price escalation. There must be no hidden costs and all bidders must explicitly confirm on the actual submission that the price will be fixed for the duration of twelve (12) months.

7.1.3 Should there be a need for the price to be amended to accommodate any escalations related to membership and prescribed sector wages, bidders must then communicate to HCT and submit valid proof of participation. All product escalations to be linked to the normal CPIX escalation rate.

7.1.4 The price must be fully inclusive based on the scope of services including personnel, equipment, consumables for the tendered per province.

7.2 Housing Company Tshwane (HCT) reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.

7.3 Price will be valid for 120 days.



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## 8. EVALUATION CRITERIA

### 8.1 PHASE 2: PRE-QUALIFICATION REQUIREMENTS

8.1.1 The following pre-qualification requirements will apply, and tenderers must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase bidders' response will be evaluated based on the documents submitted under pre-qualification requirements.

8.1.2 Tenderers who fail to comply with the pre-qualification requirements will be disqualified and will not be evaluated further on local production and content.

ITEM NO.	PRE-QUALIFICATION REQUIREMENTS	NON-COMPLIANCE SHALL RESULT IN DISQUALIFICATION?
1	The bidder must be an <b>EME/QSE</b>	<b>YES</b>

### 8.2 PHASE 3: MANDATORY REQUIREMENTS

9.4.1 The following mandatory requirements will apply and all bidders that fail to meet the mandatory requirements will be disqualified and will not be evaluated further on functionality criteria

**Table 2: Mandatory certificates to be attached must be completed by bidder by answering yes or no and attach proof**

Requirement	Comply: Yes or No	Evidence attached
1. Bidders must provide a valid Pest control certificate of Registration from the National Department of Agriculture for accredited personnel that will be performing the services as per the tender.		
2. Provide a Material Safety Data Sheet (MSDS) for product to be used in Townlands		



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### 8.3 PHASE 4: FUNCTIONAL EVALUATION CRITERIA

8.3.1 Only bid proposals that meet the pre-compliance, pre-qualification, and mandatory requirements will be evaluated on functionality criteria.

8.3.2 The bidder must score a minimum of 75%, during phase 4 (functionality/ technical) of the evaluation to qualify for Phase 5 of the evaluation where only price and BBBEE will be considered.

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT
<b>Bidders are required to provide a detailed project plan with intermediate, final outputs, identified timeframes/ milestones of proposed methodology and management of project in line with installation of bait station and documentation of the reports and contingency plan in case were there will be a stolen or broken equipment and shortage on consumables</b>	<b>Bidders are required to provide a detailed project plan with intermediate, final outputs, identified timeframes/ milestones of proposed methodology and management of project in line with installation of bait station and documentation of the reports and contingency plan in case were there will be a stolen or broken equipment and shortage on consumables</b>		
	<b>Proposed Methodology</b>		
	<b>Project plan, methodology and pest control management</b>	<b>Indicator</b>	<b>30</b>
	Project plan and methodology action well broken down; with detailed objectives and	5	
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	
	Action plan provided with no deliverables and timeframes.	3	
	Limited information provided on the action plan	2	
	Task not well understood.	1	
No information provided	0		
<b>Reference letters for current or successfully completed</b>	<b>Provision of signed positive testimonial letters from existing or previous clients.</b>		



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GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT	
	<p>The signed letters must include a brief description of the services that was provided, contact details, contract period (start and end date) and phone number of the representative of the client having knowledge of the bidder's work, and the contract value for the services. The letter must further confirm if the project was delivered on time and satisfactorily</p>	Indicator	20	
	Five or more positive testimonial letters	20		
	Four positive testimonial letters	15		
	Three positive testimonial letters	10		
	Two positive testimonial letters	5		
	One positive testimonial letter	0		
	No letter	0		
Experience of the integrated pest control management.	<p>The letter must confirm the awarded bid with a brief description of each contract, the time period services (contract start and end date) were performed, contact name, address and phone number of the representative of the client having knowledge of the bidder's work, and the contract value for the services.</p>			
	<p><b>Company experience in Pest Control Management Services</b></p>	Indicator	20	
	5 Years' or more experience	20		
	4 Years' and less than 5 years' experience	15		
	3 Years' and less than 4 years' experience	10		
	2 Years' and less than 3 years' experience	5		
	1 Year and less than 2 years' experience	0		
Less than 1 year experience	0			



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GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		WEIGHT
	4 Years' and less than 5 years' experience	15	
	3 Years' and less than 4 years' experience	10	
	2 Years' and less than 3 years' experience	5	
	1 Year and less than 2 years' experience	0	
	Less than 1 year experience	0	
<b>TOTAL POINTS ON FUNCTIONALITY</b>			<b>100</b>
<b>Experience of the Key staff (Supervisor) to be assigned to the contract –</b>	<b>Profiles/ CVs &amp; Certified Copy of Pest Control certificate issued by National Department of Agriculture of staff to be assigned to the contract with experience in managing contracts related to Pest Control Management Services.</b>		<b>30</b>
	<b>This criterion covers the experience of the proposed Supervisor</b>	<b>Indicator</b>	
	5 Years' or more experience	20	



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Housing Company Tshwane; Townlands Social  
Housing, 374 Cowie Street 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030



**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

1. No quote will be accepted from persons in the service of the state\*.
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 quote, 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 and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Quote .**

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....
- 3.6 Are you presently in the service of the state\* **YES / NO**
  - 3.6.1 If so, furnish particulars.....
- 3.7 Have you been in the service of the state for the past twelve months? **YES / NO**
  - 3.7.1 If so, furnish particulars. ....
- 3.8 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 Quote?  
YES / NO
  - 3.8.1 If so, furnish particulars.....
- 3.9 Have you been in the State service for the past twelve months?

\_\_\_\_\_



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YES / NO

3.9.1 If yes, furnish particulars.....

\_\_\_\_\_

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

- (a) a member of –
  - (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) 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; or
- (f) an employee of Parliament or a provincial legislature.

3.10. Are you, aware of any relationship (family, friend, other) between a Quote der and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.10.1. If so, furnish particulars.....

3.11 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....

3.12 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.12.1 If so, furnish particulars.....



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**4. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder(s)



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## **PART E**

### **MBD 6.1**

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

This preference form must form part of all tenders 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**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders 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.



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**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 tenderer 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. 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) **“tender”** 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;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



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

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

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

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender



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#### 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 tenderer 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 tender for income-generating contracts, that either the 80/20 or 90/10 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 or 90/10 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 both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender 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 tenderer must indicate how they claim points for each preference point system.)***

Specific goals	80/20 preference point system	Evidence	Tick
		BBBEE Certificate CIPC BEE Certificate EME Affidavit	
At least 51% Women owned companies	5 Points		
At least Youth owned companies	4 Points		
At least companies owned by People with disability	4 Points		
Locality within Tshwane	7 Points		



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**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 propriety
- 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 tenderer 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.



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.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

**CERTIFICATION**

**I, the undersigned (name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder