CITY OF TSHWANE METROPOLITAN MUNICIPALITY

ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES IN MUNICIPAL BUILDINGS AND INFRASTRUCTURE, AS AND WHEN REQUIRED FOR A PERIOD NOT EXCEEDING 12 MONTHS

QUOTATION NO: Q65-2026-27

NAME OF BIDDER: ……..

CSD NUMBER: …….

VENDOR NUMBER …….
(Compulsory)

Prepared by:
City of Tshwane
Metropolitan Municipality
Tshwane House
320 Madiba Street
PRETORIA
0001
Tel: (012) 358 9999

CLOSING DATE	**8 DECEMBER 2026**

Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.

CITY OF TSHWANE

METROPOLITAN MUNICIPALITY

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q65-2026-27	**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES IN MUNICIPAL BUILDINGS AND INFRASTRUCTURE, AS AND WHEN REQUIRED FOR A PERIOD NOT EXCEEDING 12 MONTHS**	EAM	Josia Masenya (012) 358 0658 josiasma@tshwane.gov.za or Shane Paul 012 358 6090 ShaneP@tshwane.gov.za	**Date:** 26 November 2026 **Time:** 12:00 **Date:** City of Tshwane Municipal Nursery, Nic van Vuuren Place, Philip Nel Park	8 December 2026 at 10:00

The City of Tshwane is migrating to an e-tender portal.

An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time.

Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than **10:00 on the 8 December 2026.**

Technical enquiries: Shane Paul at (012 358 6090 **or ShaneP@tshwane.gov.za**

Supply Chain enquiries: Josia Masenya at (012) 358 0658 or josiasma@tshwane.gov.za

Bids will remain valid for a period of 90 days after the closing date

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- Bid documents must be completed using a black pen (not re-typed or scanned)
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

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10.	**Tax Clearance Certificate or Unique Pin**		
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ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT

BID NAME

ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES IN MUNICIPAL BUILDINGS AND INFRASTRUCTURE AS AND WHEN REQUIRED FOR A PERIOD NOT EXCEEDING 12 MONTHS

BID NUMBER

(Q65-2026-2027)

1. INTRODUCTION AND PURPOSE

Quotation for the implementation of a pest control service in municipal buildings and infrastructure as and when required

2. BACKGROUND

The city requires pest control services in the municipal buildings and other infrastructure as and when required. The buildings are required to comply with certain health standards to provide a safe environment for the employees and visitors to these buildings.

The Department is seeking one bidder to provide the services on the quote for a period of 1 year.

The quote will be awarded as a whole

3. PROJECT SCOPE

The quote will be awarded as a whole

3.1 CHEMICAL CONTROL OF BEES, RODENTS AND COCKROACHES IN MUNICIPAL BUILDINGS AND INFRASTRUCTURE (INSECTICIDES, RODENTICIDES)

This section comprises the following types of pest control:

- The chemical control of bees and hornets.
- The control of rodents through rodenticides.
- The chemical control of pests that occur in municipal buildings for example: cockroaches, mosquitos, bed bugs, ants, fleas, fish moths.
- The chemical control of termites under municipal buildings.

Quotes must comply with all the specifications of this section to be able to qualify. They must also comply with the section specifications, the general specifications and conditions and must comply with the mandatory evaluation criteria to qualify for this section of the Quote.

3.3.1. Qualifications for Pest Control Operators

- The following certificates are required to be able to Quote for this section. If the bidder does not provide proof of the following certificates, their Quote will not be considered.
- Pest Control Operators in terms of Section 10 of Act 36 1947 and updated in Government gazette No 1449 of 1 July 1993 are required to have valid Pest Control Operator certificate (PCO) as issued by the Department of Agriculture. The supervisor of each team, meaning the person who will be on site applying or supervising the application of the chemical used in this quote, must have the following PCO certificate.

Quote Section	PCO certificate Field
Chemical control of bees, rodents and cockroaches in municipal structures and buildings	Structural Pest Control or Plant Pests and Diseases

- All chemical sprayers (meaning staff applying chemical) must have received practical training (A certificate accredited by AGRISETA or CropLife by a certified service provider) in the risks and safe use of chemicals and the application thereof (a basic course in Pest Control or Pesticide application is acceptable). Certificates as proof of the above-mentioned training must be submitted.
- At least one member of each team must be trained in First Aid and have a valid certificate.

3.3.2 Supply of Insecticides/ Rodenticides

- All insecticides and rodenticides will be supplied by the bidder.
- The bidder must supply the standard cardboard bait station that can be purchased from various suppliers.
- The mixing and application of chemicals will be done in accordance with the prescriptions of the manufacturer.
- The bidder shall be liable for any claims that may arise through the negligent use of chemicals or through the improper use as specified in Act 36/1947 or by the Manufacturer of the chemical.
- The bidder is required to keep record of the type of chemical, the amount of chemical used as required by law when spraying chemical for this Quote. These records must be made available to the project manager for inspection monthly.
- Spraying drift onto people and animals must be avoided. Avoid spraying in windy conditions.
- Spraying must be suspended under adverse weather conditions if a danger of contamination of humans, etc. exists.
- The store on the bidder's premises does not have to be large as the chemical consumed for this section is not very large and the chemicals are usually not highly concentrated. A lockable cupboard for insecticides installed correctly will be sufficient.

3.3.3 Vehicles, Spraying Equipment and personnel required for Section.

A bidder will be required to have the following available for the duration of this Quote. If a bidder does not comply with the minimum requirement they will not qualify for this section of the Quote.

All labour, vehicles and equipment offered for the quote must be available for the duration of the quote.

The bidder must have the following spraying equipment available to provide a service as specified by this section:

- Knapsack sprayers (must have)
- 5 liter or 10-liter handheld sprayers (must have)

Vehicles- the bidder must have one light delivery vehicle available for this quote with the appropriate hazardous signage on the back and side of the vehicle.

Personnel: the bidder must have a minimum of one pest controller available for this quote section.

The pest controller must be in procession of a bee's keepers' suit; the whole body must be covered from face to toe so that the person is protected.

The bidder must be in possession of signage that can be placed on site warning the public that there is a pest control action in process and that they must not enter the area.

The bidder will require long extension ladders for this section as sometime the bees may be high up in a tree or on the side of a building or roof.

A drill that can penetrate concrete (must have). It must be an industrial drill that can be used to penetrate concrete floors, walls and foundations. If the bidder does not have such a drill in their possession, then the full details of the drill that is to be hired and the place it will be hired from must be supplied.

3.3.4 Categories of spraying

In many cases bees become a danger to humans and animals and in these situations, the bees will be controlled by chemicals. Invader bees will also be controlled chemically. In some cases, the bees would have invaded an area like a lamp pole or hole in a wall, or an electrical meter box or substation where they are inaccessible and the infrastructure will need to be destroyed to access the bee or cost a lot of money to remove them, then the bees will be controlled chemically.

The bidder will be required to carry out the following types of spraying using the following types of equipment:

Spot Treatment

Application is carried out with a knapsack sprayer or a 5- or 10-liter handheld sprayer.

Spray cans (fogger)

The bidder might be required to use a spray can (fogger) from time to time. This might be required where there are electrical cables etc. or a place where another method is not possible. This method can be required where bees have entered a building or offices, and the cans can be activated in the building.

Fumigation tablet

The bidder might be required to use a fumigation tablet. The tablet is usually lit with a match. Once it starts to smoke it can then be placed or thrown into the area where the bees are.

Bait Placement:

The chemical is to be placed at the following rates:

Bait Blocks - 2 per bait station

Pellets -50 grams per bait station

Tracking powder - 50 grams per bait station. (Tracking powder is to be mixed with white maize meal at a ratio of 1; 10)

3.3.5 Work hours and Operational arrangements.

- The bidder may carry out work from 07:00 to 16:00.
- Where bees or hornets are threatening the lives of humans and animals; full beekeeping suites must be worn.
- In some cases, it is safer to treat the bees when they are dormant at night; work may be carried out after 16:00 and before 07:00.
- Work must be completed within the time limits specified under the heading: Description of sites and operational procedures. The following factors will extend the time limits:
  - Rain, wind and other unfavorable climatic conditions
  - Unavailability of product due to manufacture problems.
- This information must be communicated to the project manager within 24 hours after receiving the spraying purchase order.
- The bidder may request the project manager's permission to carry out specific orders on weekend and public holidays. Written permission may be granted via email.
- The bidder must have an emergency standby pest controller available for emergencies for bees/hornets when they are attacking humans and animals, and the swarm of bees is endangering lives.

3.3.6. Description of various sites and operational procedures

The bidder will be required to carry out work orders on various sites and follow different operational procedures.
Time limit: Completion within 24 hours after receiving the request from the project manager.

Hornet's nests (wasps)

Hornets should be sprayed early in the morning or late in the afternoon.
Accessible hornet nests: spray chemicals, then remove nests and dead hornets from the site.
Inaccessible hornet nests: Once the hornets are rested. Insert 2 fumigation tablets into the hole to kill them. Once complete, remove all dead hornets that might have escaped the nest and died outside.
The nests and dead bodies of the hornets must be cleaned up and removed from the site

Bees

When bees become a threat to life and the hive cannot be removed then the bees can be chemically controlled. The bidder will receive a purchase order to chemically control the bees only after it has been established that the bees cannot be safely removed to another site.
All honey, wax and honeycombs removed safely before chemical treatment remain the property of the bidder.
All honey, wax and honeycombs removed must be destroyed if it was contaminated by chemicals.

Procedures for the chemical control of bees on various sites:

The Bees are in loose objects such as old car tyers, bins etcetera.
Method**:** Cover up with a light plastic tarpaulin and seal against soil.
Ignite the fumigation tablets or activate the spray can and place them under tarpaulin. Leave for 10 to 15 minutes.
Remove tarpaulin and inspect whether all bees are dead. Repeat if necessary.
Remove dead bees, fumigation containers and discard. The area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

The bees are in trees where they are migrating and rest. The bees are usually hanging as a swarm in the tree.
Method: Spread a plastic tarpaulin under the nest of bees.
Spray with a fine spray of insecticide starting on the outside and rotating around the nest.
Remove dead bees that might have escaped.
Tall ladders may be required.

The bees have made a nest in a hole or hollow tree stump.
Method: Ignite fumigation tablets or spray the chemical and place in opening.
Seal opening with suitable material. Wait for 15 to 20 minutes.
Inspect and see if all the bees are dead. Remove dead bees that might have escaped.
Seal entrance with cement or other suitable material.
Tall ladders may be required.

The bees are in a hole in the ground.
Method: Ignite the fumigation tablets and drop in the hole or spray the chemical.
Seal entrance with waste and wait for 15 to 20 minutes.
Inspect to see if all bees are dead. Repeat if necessary.
Seal entrance with waste and soil. The area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

Poles (Fencing, goal posts, lamp poles where electrical cables are not present etc.)
Method: Spray insecticide or place fumigation tablets in hole.
Seal all entrances off with masking tape.
Inspect if bees are dead and repeat if necessary. Remove dead bees that might have escaped.
Seal entrance with duct tape. The area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

The bees are inside buildings and roof tops.
Method: Close all windows and doors and seal openings with waste material.
Place fumigation tablets in open tin and light.
Leave for 30 to 45 minutes and inspect if all bees are dead. Repeat if necessary.
Remove bees, honeycombs and wax and discard where possible.
Seal off all entrances with Polly-filler where hole is around 2 cm big. The area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return. Larger hole will be the responsibility of the project manager.

Electrical Boxes and streetlight poles

Scenario: If bees have established themselves inside of an electrical sub-station, electrical meter box or in a streetlight pole.

Procedure: No pest controller may try to control the bees without an electrician from the Energy and Electricity Department being present. If the meter box or substation has to be unlocked or power has to be switched off, this can only be done by an electrician of the Energy and Electricity Department. No liquid may be sprayed into an electrical box; only fumigation tablets or fumigation cans may be used. The pest controller must make arrangements with Energy and Electricity Department to come and unlock the meter box or substation or for the power to be cut. The cost of the COT electrician is for the City of Tshwane, and it will be in many cases the Energy and Electricity Department which will need to respond. Sometime there are electrical boxes and electrical kiosks inside other department's grounds. The keys and access need to be arranged with the project manager. The area outside the kiosk or substation must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

The removal of honeycombs and dead bees may only be done in the presence of an electrician of the Energy and Electricity Department who has switched off the power and declared the area safe. If the area is not safe, then clean up only what is outside of the electrical box/ kiosk/ substation or pole. If there is a small hole in the lid, then the poison can be sprayed in without lifting the lid.

Storm water drains, water meter boxes

Scenario: Bees can from time to time make nests in stormwater drains, water meter boxes, sewerage drains etc.

Method: The lid on these drains or boxes will need to be removed if required, the area then sprayed and the lids then replaced. Or the corner of the lid lifted slightly, the fumigation tablet or can be thrown in and then the lid placed back. If there is a small hole in the lid, then the fumigant canister can be used and sprayed in the hole without lifting the lid. Once the bees are dead, the lid must be lifted and the dead bees hive and wax must be removed and the lid replaced. The area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

Termite control under a building (SABS 10124:2003)

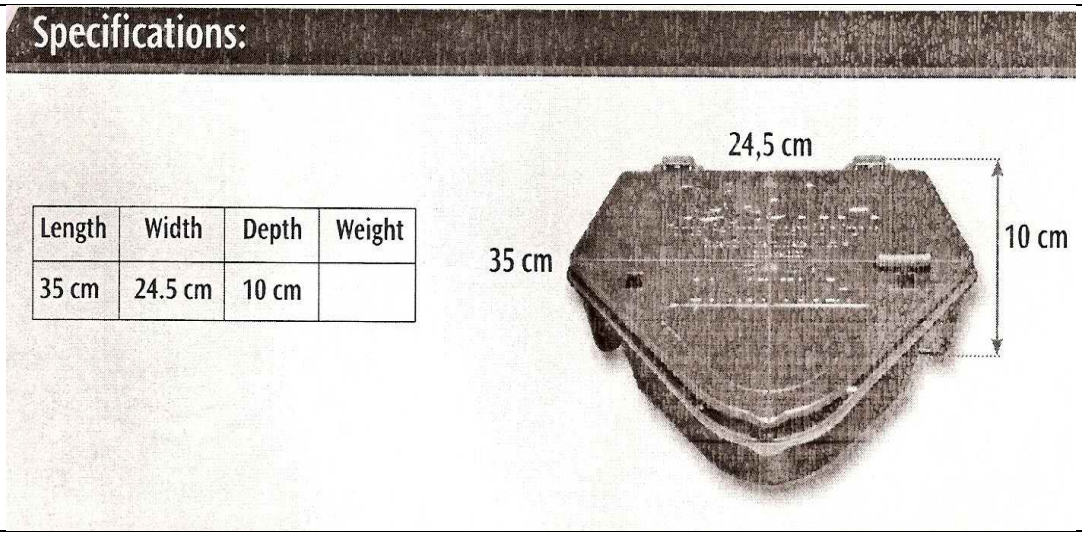
This includes the application of insecticide where termites have established a nest under the floor or foundations of a building. The terrain includes all buildings, stores and other structures that are occupied by the Municipality. All other termite complaints belong to another section of the quote.

Site Assessment: The site must be evaluated by the pest controller before work commences. The project manager must be informed in writing of the damage that can be caused to the building (e.g.: carpets, tiles etc.). The pest controller must inform the project manager of the Department. Only once the project manager has given written permission can the bidder commence with the work. If the bidder does not have permission to carry out the work then they will be held liable for the damage to the building. The bidder must preferably assess the site to evaluate the possibility of drilling holes on the side of the building below floor level.

The bidder, when doing the site assessment, must ask for the building plans to assess where the pipes are under the floor are so that no damage is caused to them.
Holes must be drilled through the concrete floor at one per square meter as well as around the foundation of the building. The holes must go through the concrete and at least 30 cm into the ground. The total number of holes will be determined by the project manager. Each hole is then to be filled with 5 liters of mix using an applicator. The mix is then to be allowed to drain away. Once the application is complete the holes are to be resealed by the bidder with cement.
Time limit: Completion within 5 working days after receiving the purchase order from the project manager.

Rodent control
Buildings
This includes all buildings, stores and other structures that are occupied by the Municipality.
Bait Placement: The chemical is to be placed at the following rates:
Bait Blocks- 2 per bait station.
Pellets 50 grams per bait station
Tracking powder 50 grams per bait station. (Tracking powder is to be mixed with white maize meal at a ratio of 1:10)
Time limit: 48 hours after receiving the purchase order from the project manager.
Outdoors
This may be out in the veld or in parks.
Bait Placement:
Place two blocks in each rat burrow or hole.
Survey the problem area. Establish where the rodents are running to and from (their paths are easily traced by the oily dirt smears along the walls and beams) and identify the type infesting the premises.
Rodents are creatures of habit and prefer to use the same paths repeatedly. Place the bait blocks on or as close to the paths as possible, as rodents seldom deviate from these paths to feed.
A recommended practice is to place the bait in such a way to prevent domestic animals and children from gaining access to blocks/powder.

Operational Procedure for monthly rodenticide placement
Some of the City of Tshwane departments may request a monthly rat bait station maintenance service. The bait stations may already exist, or the Department may request new bait stations to be installed. These bait stations will then become the property of the municipality. The bidder will service the bait stations once a month or according to the department's requirements. Old and wet chemical will need to be replaced. The bait stations generally contain two containers for chemical inside. There is one container inside for blocks and the other for graduals or powder.
Bait stations: Below is a sample of a bait station that can be used. The bidder does not have to use these specific ones but must be able to provide a sample photographs of a bait station that they will use when requested to do so during the mandatory evaluation. The bait station must be lockable.



This is a sample of a bait station available in South Africa. There are many manufacturers, and they may look different, but they serve the same purpose.

Pest control in buildings (SANS 10204:2004)

This includes all buildings, stores and other structures that are occupied by the Municipality especially libraries and clinics.

When spraying chemical mix inside a building, ensure that all personnel, their belongings, clothing, food and animals have been removed from the offices before spraying commences. Place warning signs in the building. Only once spraying has been completed and the office has been ventilated can staff be allowed to return. It is, however, good to spray these offices at the end of the day or on a Friday afternoon so that the chemical can spread.

If the offices are fumigated with spray can foggers, then the personnel have to leave the offices or building and only return the next day. The pest controller must arrange with the project manager for a time and date. The contact person will then arrange with the buildings occupants to evacuate. When the offices are being fumigated for carpet bugs, fish moths, cockroaches, bed bugs etc. the cupboard doors and drawers must be left open. All windows and other vents must be closed. The air conditioners must be switched off, if possible. A good practice will be for the persons in the office to remove food from the office and then activate the foggers and the offices can be locked when they exit for security. Once staff enter the offices the next day the windows must be opened to air the office. The cleaning staff can then clean up the dead insects, if any.

Place warning signs in the building. Only once spraying has been completed and the office has been ventilated can staff be allowed to return. It is, however, good to spray these offices at the end of the day or on a Friday afternoon so that the chemical can spread.

When applying gel, there is no need for staff to be evacuated as the product will not affect their health. The gel is applied for cockroaches on the inside of cupboard doors, under tables etc. the product is odorless and as a gel there are no particles to breathe in.

Time limit: Completion within 5 working days after receiving the purchase order from the project manager.

3.3.7 Public Safety procedures

The pest controller will be required to place out warning signs when any chemical is being sprayed for a pest to be controlled.

The pest controller may even be required to place barrier tape around the area to prevent members of the public from being contaminated and until the bees and hornets have been removed from the site, which are laying in walkways or offices where staff walk and can still be stung by the bee or hornet.

Where applicable entrances to the nests must be sealed off after treatment as prescribed

Bees may be removed at any time of the day as long as the safety of the public or animals in not threatened. In many cases it is only possible to remove bees from the nest after sunset in the dark.

All dead bees and hornets must be removed from the site by the bidder as the bees and hornet can still sting once dead. This is also to prevent members of the public or animals from walking over the dead bees and getting stung.

3.3.8 Costing of the quote

- The bidder must realize that this is an as and when required quote. The demand for the service varies greatly between summer and winter.
- The peak season for bee's complaints is generally from August to November and February to April and for rodents in the winter months. Cockroaches, ants and termites are common problems in the summer months.
- The price must be quoted per items stipulated.
- The labour will be charged per hour for the qualified pest controller and chemical sprayers.
- The kilometers for the light delivery vehicle must be charged and measured per kilometer from the business operational premises if the business operates from within Tshwane or from Tshwane House in Madiba Street to the worksite if the business operates from outside the city's boundaries. If the project manager requires various sites to be sprayed on the same day, then the kilometers must be measured thereafter to the next site. This must be arranged with the project manager during the site visit and the determination of the bill of quantities quote for the purchase order creation.
- The labour for the pest controller for the control of bees can be charged for after hours and for Sundays and public holidays.
- This section also deals with public complaints, and it is important that the City of Tshwane customer is satisfied that the work has been completed and done safely.
- The mandatory evaluation criteria table for this section must be completed and returned with the trade names and registration numbers.
- The pricing schedule must be complete with the prices as per the quote price unit.
- The bidder needs to price each item in this section as the quote section is awarded for all item of the section. Failure to price each item in the section will lead to disqualification for this section.

Item No.	SAP Service NO	**Services required and Active Ingredient**	Formulation	Pest	Quote price unit
1		Placing Deltamethrin 30g/kg Tablets (fumigant tablets) in bee or hornet nest. (include cleanup of site)		Bees	Placing of 2 fumigant tablets in bee or hornet nest. (include cleanup of site)
2		Spray Cypermethrin 200g/lt. (bee/hornets' nest include cleanup of site)	EC	Bees, hornets	Price per litre (bee/hornets' nest include cleanup of site)
3		Activate fogger can - Dichlorvos 124g/kg (or non-organophosphate equivalent)	AE	Bees, cockroaches, office pests	Price per 325 ml can (fogger)
4		Install Flocoumafen 0.05g/kg rodent bait blocks in bait station		Rats and Mice	2 bait blocks per station.
5		Install Flocoumafen 0.05g/kg rodent pellets in a bait station including bait cardboard box		Rats and mice	50 grams per bait station.
6		Supply and installation of rat bait station. Drilled and fastened to the wall			Per bait station
7		Install Imoclopid 21.5g/kg cockroach gel per meter squared	gel	cockroaches	0,50 grams per m²
8		Apply Deltamenthrin (pyrethriod) 25 g/lt insecticide per liter spay mixed with water	EC	Cockroaches, ants,	Price per liter
9		Apply Alpha-cypermethrin (pyrethroid) 60g/l insecticide per liter spray mixed with water	SC -	Cockroaches	Price per liter
10		Drill a hole through the floor or foundation and apply Imidachlopid 200g/l termite insecticide per hole	SC	Termites under buildings	price per drilled hole and 5 l mix per hole
11		Pest Controller (certified)			Per Hour
12		Pest Controller / after 18:00 to 07:00 and Saturdays (bees only)			Per Hour
13		Pest Controller / Sundays and public			Per Hour

Item No.	SAP Service NO	**Services required and Active Ingredient**	Formu lation	Pest	Quote price unit
		holidays (bees only)			
14		Chemical sprayer (certified)			Per Hour
15		Light delivery vehicle - Per kilometer as measured from the declared business premises.			Per kilometer

Occupational Health and Safety (SABS 072:1993)
All bidders must comply with the following Occupational Health and Safety Standards.

Only successful bidders are required to submit. After receiving appointment letters, an Occupational Health and Safety file must be provided to the project manager in hard copy for approval on appointment. After approval, an electronic version must be provided.
This must contain the following:

- Copies of all the first pages of the labels of the products.
- Copies of all the Material Safety Data Sheets (MSDS) of all the products.
- The Appointment letter and certificate of the Occupational Health and Safety Officer.
- The Appointment letter and certificate of the First Aider.
- Copy of the appointed Pest Controllers registration certificate (PCO) issued by the Department of Agriculture.
- Training certificates for all the chemical sprayers.
- Signed Personal Protective Equipment issue papers for the staff, including clothes, footwear and breathing apparatus, at the start of the quote.
- Copy of the license discs for all vehicles used for this quote.
- Copies of any equipment that is required to be tested (SABS) annually
- Disposal plan for the empty herbicide and insecticide containers.
- Proof of First Aid box and register of stock.
- Fire Extinguisher service records (as per vehicle).
- Photo’s of the warning signs for work site spraying.
- Copy of the inspection record of the first aid box (per vehicle)

<u>Protective Personal Equipment (PPE)</u>
The following personal protective equipment must be used:

- a suitable long-sleeved cotton overall that fastens at the neck and wrists and covers the entire body.
- chemical resistant impermeable boots.
- chemically resistant gloves (PVC or Nitrile) that extend at least 75mm above the wrists
- Goggles / eye protection and or face shield depending on chemical classification.

All safety equipment is to be kept clean and in good condition and effective working order. The overalls must be washed on a daily basis.

The business premises must be available for inspection if so required by the project manager.

The following safety equipment must at all times be worn when using the following chemical classifications.

Classification	Safety equipment to be worn
Moderately Hazardous. Yellow Harmful	Wear rubber gumboots Wear eye protection Wear rubber gloves Wash after use and clothing
Slightly Hazardous Blue Caution	Wear eye protection Wear rubber gloves Wash after use and clothing
Acute Hazard Green	Wear a dust mask Wear eye protection Wear rubber gloves Wash after use and clothing

Washing Facilities

The bidder must have liquid soap, paper towels and clean water available near the operational work site, but so located as to avoid contamination by chemicals, available for personnel to use during working operations.
The bidder must have proper showering facilities at their business depot for the chemical sprayers to use once work has been completed. Soap must be provided by the bidder.

First Aid

The First Aid box must comply with Government Regulations. A first aid kit must be on hand at all times when work is being carried out.
Operators who are suffering from any breathing ailment are not permitted to handle chemicals.

General

- No eating, drinking or smoking in an operational working area is allowed.
- Before eating, drinking or smoking and before using the toilet, wash the gloves with soap water, remove masks and gloves and then wash hands and face thoroughly.
- All vehicles used for this quote must be equipped with a fire extinguisher and have the appropriate occupational, health and safety signs displayed.

Portable Warning signs must be placed in the area where the chemical is being sprayed so that the public are aware of the dangers.
The signs must be a minimum of 750mm wide and 500mm high. Across the top must be written **CAUTION** (red background, black letters). Below that: **PEST CONTROL IN OPERATION**

In Situations where the chemicals being used is very unhealthy for humans (especially Insecticides) then the park must be closed or the area cordoned off with barrier tape. Warning signs need to be placed at all the entrances to the park or other municipal facilities when this is done, and the contractor can temporarily lock the gates.
The bidder must remain on site till the danger has worn off (the chemical has dried, or the smoke has settled from fumigants)
Personnel who are used for chemical spraying must be medically examined and found to be fit for duty. Medical reports must be submitted once a year to the project manager.

3.5.6 Discarding of excess chemical and empty containers (SABS 10206-2005)

Do not dispose of surplus chemicals and contaminated washing water into any water source, including ground water and sewerage systems, etc.
Ensure that only enough chemical is mixed to carry out the spraying instructions to ensure that excess mix is not wasted and thus lessening the effect on the environment.
Any excess chemicals, contaminated materials and empty containers should be disposed of at a waste site registered to handle that specific category of hazardous waste and shall not be disposed of in the normal waste stream.
NB. The process used by the bidder must be explained in a document and must be added to the technical evaluation portfolio or the quote will be disqualified.

3.5.7 LABELS AND MATERIAL SAFETY DATA SHEETS (MSDS)

The successful bidders will be required to supply the city with the electronic version of all of the labels of all of the products they will be using as per section appointed for.

As part of the mandatory evaluation criteria, the bidders must supply hard copies of the front/ first page of the label only.
These labels must be submitted in a file in order of the quote section items and take a marking pen and write the section and the item on the product label supplied
As this is compulsory, bidders have to supply these or they will not qualify for evaluation for the section that is incomplete.
Only the appointed bidder will be required to supply the hard copy of all the MSDS as part of the OHS safety file.

3.6.8 Compliance with laws and regulations and city of Tshwane policies

All applicable laws and regulations must be adhered to by the bidder. Failure to do so can result in the contract being suspended or terminated. Bidders must comply with the following Laws and regulations:

<u>SABS Regulations</u>

- SABS 072 (1993): The safe handling of Pesticides
- SANS 10124 (2003: The application of soil insecticides for the protection of buildings

- SABS 10204 (2004): The application of fumigants
- SABS 10206 (2005): Safety procedures for the disposal of surplus pesticides and associated toxic waste
- SABS 14001: Environmental Management systems – Specifically with guidance for use

National Laws

- The Law on Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 1947 (Act 36 of 1949) – Regulations regarding fertilizers.
- The National Environmental Management Act 1998 (Act 107 of 1998)-including the NEMA principles and GN 659 of 17 May 2002
- The Hazardous Substances Act 1947(Act 15 of 1947)
- The Environmental Conservation Act 1989 (Act 73 of 1989)-GN 1095 of 28 July 1997
- The Occupational Health and Safety Act 1993 (Act 85 of 1993) GN 1179 of 28 August 1995.

4. EVALUATION CRITERIA

The Quotation will be evaluated in 3 stages:

- **Stage 1:** Administrative compliance
- **Stage 2:** Mandatory Requirements
- **Stage 3:** Preference Points System

STAGE 1: ADMINISTRATIVE COMPLIANCE

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

Compulsory Returnable Documentation (Submission of these are compulsory)	**Submitted (YES or NO)**	**Checklist (Guide for Bidder and the Bid Evaluation Committee)**
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; • Tax compliance status PIN. or • Central Supplier Database (CSD)		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are municipal service charges, rates and taxes up to date (i.e.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders municipal service charges, rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the company's owners / members / directors / major shareholders? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days?
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document. **NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. *See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification*****		All documents fully completed (i.e. no blank spaces), All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required, Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or **non-submission of the MBD forms**, will not be considered)
f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old. **NB**: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment. If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.		Applicable for tenders above R10m in conjunction with MBD 5) Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.
g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f)

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
submit a Joint Venture (JV) agreement signed by the relevant parties. **NB**: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.		must be provided for all partners of the JV.
h) Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder. **Bidders will be disqualified should they fail to attend compulsory briefing session**
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified. **Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.** **Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.**

STAGE 2: MANDATORY COMPLIANCE

- Bidders must complete the mandatory requirements below **(Table A and B**) as outlined and supply the mandatory documents as required.
  - Bidders not providing all the documents will be disqualified
  - Only the first page of the label must be provided and labelled according to the items below.

Chemical control of bees, rodents and cockroaches in municipal buildings and facilities (Insecticides, rodenticides)

TABLE A: EVIDENCE OF COMPLIANCE

	Description of quote returnable document	**Evidence Required**	Compliant/ non-compliant
1	Pest Control Certificates	Certified copies of valid pest controller Pest Control Operator Certificates (PCO) – Field required- Structural Pest Control or Plant Pests and Diseases. as issued by the National Department of Agriculture.	
2	Chemical sprayers	Certified copies of certificates of training of the chemical sprayers to be used for this section- basic training (A certificate accredited by AGRISETA or CropLife by a certified service provider) in the risks and safe use of chemicals and the application thereof (a basic course in Pest Control or Pesticide application is acceptable)	
3	Vehicles	Copies of the licensing papers or lease agreement of the vehicle you are making available for this quote section and photos, including the numberplate, of the vehicles with the appropriate hazardous signage on the back and side of the vehicle. (Certified copies required).	
4	Chemical spraying equipment	A full list of the Knapsack sprayers (one per chemical sprayer); 5 litre or 10 litre handheld sprayers that you have available for this section of the quote. Photos must be included of the available equipment. Extension ladder – (7 or 9 + meters)	
5	Rat Bait Stations	Provide a brochure or photo of the type of permanent rat bait station to be installed as per quote requirement	
6	Prior Experience with relevance to spraying of Insecticides and rodent control	The bidder must supply **2 signed reference letters** from government departments, municipalities, state enterprises, companies or business, factories, warehouses, office blocks, where they have provided a spraying of Insecticides and rodent control service to before. It must be on the referee's letterhead and must be signed and dated by an authorised official. The letter must specify a summary of the contract or service provided and supply and the start and end date of the contract must be sated. If it was a once off service, then it must be stated with the date of supply. The reference must be less than 5 years old.	
7	First Aid Certificate	A certified copy of at least one member of each teams valid First Aid certificate	

6.2 TABLE B PRODUCT NAMES AND THE REGISTRATION NUMBER

The bidder must fill in the Product names and the Registration number for the product on this table.					
Item No.	Active Ingredient	Labels to be provided	Product Name Offered	Dept of Agriculture registration number	Compliant/ non-compliant
1	Deltamethrin 30g/kg (tablets)	Label (1st page only)			
2	Cypermethrin 200g/lt.	Label (1st page only)			
3	Dichlorvos 124g/kg (or non-organophosphate equivalent)	Label (1st page only)			
4	Flocoumafen 0.05g/kg (Bait blocks)	Label (1st page only)			
5	Flocoumafen 0.05g/kg pellets)	Label (1st page only)			
7	Imoclopid 21.5g/kg (gel)	Label (1st page only)			
8	Deltamenthrin (pyrethriod) 25 g/lt.	Label (1st page only)			
9	alpha-cypermithrin 100g/lt	Label (1st page only)			
10	Imidachlopid 200g/l	Label (1st page only)			

STAGE 3: SPECIFIC GOALS

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	 • 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
At least 51% owned companies by Youth	2 Points	Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
Local Economic Participation • City of Tshwane • Gauteng • National	 4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

5. VALIDITY PERIOD

The validity period for the quotation after closure is 90 days.

6. PRICING SCHEDULE

- The price must be quoted per 1 item requested. The quantities required will later be determines by the available budget.

- All items must be quoted as the quote will be awarded.

- Services must be provided within 7 working days of receiving the purchase order.

- Invoices can only be submitted once the services have been provided and the quantities have been verified. A job card must accompany every invoice submitted and must be signed off by the project manager.

- There will be no price increase granted for the duration of the quote.

Chemical control of bees, rodents and cockroaches in municipal buildings and facilities (Insecticides, rodenticides)

ITEM NO.	MATERIAL NUMBER	SERVICES REQUIRED AND ACTIVE INGREDIENT	UNIT OF MEASURE	UNIT PRICE (EXCL OF VAT)	
				R	c
1	3029594	Placing Deltamethrin 30g/kg Tablets (fumigant tablets) in bee or hornet nest. (include cleanup of site)	2 tablets		
2	3029595	Activate fogger can - Dichlorvos 124g/kg (or non-organophosphate equivalent)	Price per 325 ml can		
3	3029598	Install Flocoumafen 0.05g/kg rodent bait blocks in bait station	2 bait blocks per station.		
4	3041435	Install Flocoumafen 0.05g/kg rodent pellets in a bait station including bait cardboard box	50 grams per bait station.		
5	3041436	Supply and installation of rat bait station. Drilled and fastened to the wall	Price based on the installation of one bait station		
6	3041437	Install Imoclopid 21.5g/kg cockroach gel per meter squared	0,50 grams per m^2		
7	3041438	Apply Deltamenthrin (pyrethriod) 25 g/lt insecticide per liter spay mixed with water	Price per litre		
8	3041439	Apply Alpha-cypermethrin (pyrethroid) 60g/l insecticide per liter spray mixed with water	Price per litre mix		

ITEM NO.	MATERIAL NUMBER	SERVICES REQUIRED AND ACTIVE INGREDIENT	UNIT OF MEASURE	UNIT PRICE (EXCL OF VAT)	
				R	c
9	3041440	Drill a hole through the floor or foundation and apply Imidachlopid 200g/l termite insecticide per hole	price per drilled hole and 5 l mix per hole		
11	3041441	Pest Controller (certified)	Per Hour		
12	3041442	Pest Controller / after 18:00 to 07:00 and Saturdays (bees only)	Per Hour		
13	3041443	Pest Controller / Sundays and public holidays (bees only)	Per Hour		
14	3041444	Chemical sprayer (certified)	Per Hour		
15	3041445	Light delivery vehicle - Per kilometer as measured from the declared business premises.	Per kilometer		
Total Price (Vat Exclusive).					
15% Vat					
Total Price (Vat Inclusive)					

NB: THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES OF PRODUCTS OR SERVICES SUBJECT TO BUDGET AVAILABILITY.

7. MARKET ANALYSIS

The city of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, Where a bidder offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the bidder if they will be able to deliver on the price, if a bidder confirm that they cannot, The bidder will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The city further reserves the right to negotiate a market related price with a bidder scoring the highest points. If the bidder does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the bidder scoring the second highest points, if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the quotation.

MBD1
COMPULSORY
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
QUOTATION NUMBER:	Q65-2026-27	CLOSING DATE:	8 December 2026	CLOSING TIME:	10:00
DESCRIPTION	**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES IN MUNICIPAL BUILDINGS AND INFRASTRUCTURE, AS AND WHEN REQUIRED FOR A PERIOD NOT EXCEEDING 12 MONTHS**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BIDDERS SHOULD NOT DEPOSIT THEIR BID RESPONSES IN THE TENDER BOX BUT RESPOND TO THE BID ON THE ONLINE PLATFORM

Tshwane House

Supply Chain Management

320 Madiba Street

Pretoria

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

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

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
SIGNATURE OF BIDDER	.....	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Shane Paul
CONTACT PERSON	Josia Masenya		
TELEPHONE NUMBER	(012) 358 0658	TELEPHONE NUMBER	(012) 358 6090
		E-MAIL ADDRESS	Shanep@tshwane.gov.za
E-MAIL ADDRESS	josiasma@tshwane.gov.za		

MBD1
COMPULSORY
PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

MBD 4
COMPULSORY

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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.

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

3.1 Full Name of bidder or his or her representative:……..

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):……..

3.4 Company Registration Number: …….

3.5 Tax Reference Number:……

3.6 VAT Registration Number: ……

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.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ….……

……..

[1]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.

[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.

3.9 Have you been in the service of the state for the past twelve months? ……**YES / NO**

3.9.1 If yes, furnish particulars.……...……..

……

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? …… **YES / NO**

3.10.1 If yes, furnish particulars.

……

……

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? **YES / NO**

3.11.1 If yes, furnish particulars

……

……

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

……

……

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

……

……

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

……..

……..

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

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

……. ……
Capacity **Name of Bidder**

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

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.

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

2. DEFINITIONS

(a) **"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).

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

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

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the 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	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	

N.B For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

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.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)…… in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
   - Declaration of interest;
   - Declaration of Bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 ……

2 ……

DATE: ……..

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I……. in my capacity as……..…… accept your bid under reference number ……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT …… ON ……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 ……

DATE: ……..

COMPULSORY

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..……..……
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……... **……..**
Signature **Date**

…… **……..**
Position **Name of Bidder**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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] 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.

10. 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.

……	……
Signature	Date
…….	……
Position	Name of Bidder

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