

**REQUEST FOR QUOTATION – OPS 07/2016**

**PEST CONTROL SERVICES FOR THE DURBAN ICC**

**1. Background**

The Durban International Convention Centre is one of the most advanced conferencing facilities in the world and hosts a variety of events including meetings, exhibitions, concerts and private events both on a national and international level. The majority of events hosted within the venue include catering, thus food is prepared within the centre, transported to the various venues and consumed by the delegates / guests on an ongoing basis.

**2. Purpose of the request for proposal**

Durban ICC is an ISO 9001; ISO 14001 and ISO 22000 certified conference venue and is required to offer guests and employees a hygienic, pest free environment. In order to ensure the venue is ISO compliant and of an international standing, the company requires the services of a competent Pest Control Services Provider.

The duration of the contract for the provision of these services will span 3 to 6 months, at the discretion of the Durban ICC. These services will commence with effect from 01 March 2016.

The appointed service provider is to;

- 2.1 Establish and maintain pest free zones, tailored to the exact requirements, throughout the entire Durban ICC and Exhibition Centre complex.
- 2.2 Ensure the service is integrated with the existing cleaning and hygiene systems.

**3. Mandatory Requirements:**

Does the service provider comply with the mandatory Requirements? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• The Service Provider must be ISO certified and must use SABS or ISO certified chemicals. <b>Proof must be provided.</b></li> </ul>		
<ul style="list-style-type: none"> <li>• The Service Provider must be registered with the SA Pest Control Association (SAPCA). <b>Proof must be provided.</b></li> </ul>		
<ul style="list-style-type: none"> <li>• The Service Provider must have sufficient experience servicing entities of a similar size and capacity as that of the Durban ICC. <b>Please attach two (2) detailed references.</b></li> </ul>		

Please note: Failure to comply with the mandatory requirements and mandatory scope of works will result in your submission being deemed non-responsive and not evaluated. Please acknowledge in the Yes/ No cells.

#### 4. Mandatory scope of works

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• Inspection of areas for pests (refer to page 4)		
• Spraying of insecticides as required, controlling pests.		
• Cleaning and re-baiting of rodent bait traps.		
• Replacing glue boards on insect bait traps.		
• Apply appropriate insecticides or other treatments. All chemicals or treatments used must comply with the requirements of ISO 9001; 14001; 22000 and HACCP.		
• An initial site risk assessment analysis must be performed prior to the pest control service commencing.		
• The contractor must provide any other activities required to control pests in the Centre.		
• A monthly report is to be submitted to the Durban ICC indicating progress to date, any challenges encountered, recurrences etc.		
<ul style="list-style-type: none"> <li>• Meetings are to be scheduled on a monthly basis between the supplier and the Durban ICC to review the effectiveness of the following:               <ul style="list-style-type: none"> <li>○ The pest control program per area (if changes are required they will be implemented as per an agreed timing schedule and with applicable agreement between the Durban ICC and the Contractor)</li> <li>○ The training conducted</li> </ul> </li> </ul>		
• An initial site risk assessment analysis must be performed prior to the pest control service commencing.		
<b>EQUIPMENT</b>		
• Insect Monitor Unit (IMU) –contractors must supply insect monitoring units to monitor the activity of different insects in different areas of the building.		
<ul style="list-style-type: none"> <li>• The following equipment must be supplied and installed:               <ul style="list-style-type: none"> <li>○ Exterior rodent bait traps</li> <li>○ Multi catch traps</li> <li>○ Flying insect traps</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• All pest control equipment, devices and traps, are to be kept in good working order and are to be replaced by the contractor as part of the agreement i.e.               <ul style="list-style-type: none"> <li>○ Maintained monthly</li> <li>○ Checked during service visits and replaced if damaged</li> <li>○ Provide a 1 (one) year warranty of all installed equipment from date of installation.</li> <li>○ All installed equipment becomes the property of The Durban ICC.</li> </ul> </li> </ul>		



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<ul style="list-style-type: none"> <li>• Chemicals – service providers must submit:             <ul style="list-style-type: none"> <li>○ A detailed list of all chemicals that will be used</li> <li>○ MSD sheets for all chemicals</li> </ul> </li> </ul>		
<b>STAFF</b>		
<ul style="list-style-type: none"> <li>• It will be the responsibility of the appointed company to ensure their staff arrives on the Durban ICC site with all relevant equipment and chemicals necessary to perform their duties. Staff must wear the appropriate PPE</li> </ul>		
<ul style="list-style-type: none"> <li>• All staff must wear company specific branded uniforms, in good condition and be presentable at all times.</li> </ul>		
<ul style="list-style-type: none"> <li>• All staff to be inducted, photographed and accredited with Durban ICC branded cards which must be worn at all times whilst on site. The production costs for the ID cards will be for the appointed company's expense. (Current cost for ID Cards R10.00 per card).</li> </ul>		
<ul style="list-style-type: none"> <li>• When required a staff management training program appropriate to Durban ICC must be given which must include:             <ul style="list-style-type: none"> <li>○ pest awareness training</li> <li>○ anti-pest building design</li> <li>○ specialist anti-pest cleaning</li> </ul> </li> </ul>		
<b>EMERGENCY CALL OUT PROCEDURES</b>		
<ul style="list-style-type: none"> <li>• Where an unexpected pest infestation occurs the following will apply:             <ul style="list-style-type: none"> <li>○ Emergency calls from Durban ICC will be regarded as a high priority</li> <li>○ The response time must be within 2 hours</li> <li>○ The emergency support must be available after hours and on weekends</li> <li>○ The monthly fee shall include call out.</li> <li>○ labour and spares shall only be charged for in the case of malicious damage to equipment by the Durban ICC</li> </ul> </li> </ul>		

Additional Notes:

The appointed company must -

- Have extensive knowledge of the lifestyle, habits and vulnerabilities of all pests, from exclusion, detection to capture, identification and elimination (contactable references to be provided)
- Have highly trained, fully equipped technicians
- Use innovative products and the latest technology
- Offer free surveys and quotes if requirements change

**5. Schedule of areas and frequency:**

Please note: failure to comply with the frequency of cleaning as illustrated in the schedule below will result in your submission being deemed non-responsive and not evaluated. Please acknowledge in the Comply / Not comply cells.

Pest Control Areas	Count of Areas	Sum of m <sup>2</sup>	Frequency	Comply	Not Comply
				✓	X
Admin Office Kitchens	2	10	Weekly		
Admin Office Toilets	6	56	Weekly		
Cloakrooms	3	231	Weekly		
Coffee Shop	1	128	Weekly		
Kitchens	4	1259	Weekly		
Laundry	1	25	Weekly		
Lifts	8	108	Weekly		
Loading Docks 1-3	3	2779	Weekly		
Loading Dock 4	1	2007	Weekly		
Pantries	19	1259	Weekly		
Goods Receiving	2	926	Weekly		
Service Areas	4	810	Weekly		
Stores	50	1976	Weekly		
Durban ICC & Arena Toilets	57	1140	Weekly		
DEC Toilets	27	486	Weekly		
Durban ICC Admin Offices	2	1439	Monthly		
Boardrooms	2	133	Monthly		
Concourses	5	3966	Monthly		
Courtyards	5	2808	Monthly		
DEC Admin Building 2 x floors	1	1503	Monthly		
DEC Hall 1	1	7116	Monthly		
DEC Hall 2	1	3510	Monthly		
DEC Hall 6	1	508	Monthly		
DEC Mystrals / Coast of Dreams	2	1000	Monthly		
Durban ICC Main Foyer	1	1586	Monthly		
Business Centre Entrance	1	78	Monthly		



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Pest Control Areas	Count of Areas	Sum of m <sup>2</sup>	Frequency	Comply	Not Comply
				✓	X
Foyers	18	9941	Monthly		
Lobbies	7	148	Monthly		
Hospitality Suites	3	70	Monthly		
Meeting Rooms	11	1752	Monthly		
Management Offices	14	757	Monthly		
Parking	5	29630	Monthly		
Main Service Tunnels	12	4444	Monthly		
Arena Basement Reception Area	1	64	Monthly		
Sewing Room	1	13	Monthly		
Stairwells	8	169	Monthly		
Tenant Offices	4	400	Monthly		
<b>TOTAL</b>	<b>294</b>	<b>84235</b>			

**6. Compulsory Pricing Schedule**

Description	Total (Quantity x Unit cost)
Labour & Supervision	R
Equipment (#)	R
Chemicals	R
Consumables (*)	R
Other (*)	R
	<b>Total (excl. VAT)</b>
	R
	<b>VAT at 14%</b>
	R
	<b>Total (incl. VAT)</b>
	R

(#) = Equipment must cover costing for monthly maintenance  
 (\*) = To provide a list of consumables and to clarify what "Other" is made up of.

**Please Note:**

- Prices are to be fixed for a period of six (6) months from date of official award.
- There should be no hidden costs or additional charges.
- In line with the MFMA, the Durban ICC does not make payments in advance.

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

**Signature:**

**Date:**

## 7. Preconditions

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

- 7.1 Full name.
- 7.2 Identification or company or other registration number.
- 7.3 Tax reference number and VAT number, if any.
- 7.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 7.5 Valid BBBEE Certificate.
- 7.6 MBD 4 Declaration of Interest form must be completed.
- 7.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## 8. Requirements to submit quotations

- 8.1 Proof of registration with the SA Pest Control Association (SAPCA) and, ISO Certification.
- 8.2 All schedules in this document must be populated and will form part of the quotation.
- 8.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://www.icc.co.za)). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

## 9. Compulsory Site Visit

Please note that a compulsory site inspection will be held on **01 February 2016 at 10h00**. Contractors are to meet the Cleaning Services Manager; Irene Cain at the Durban ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

## 10. Contact Person

Cleaning Services Manager; Irene Cain  
Email: [irenec@icc.co.za](mailto:irenec@icc.co.za)  
Land Line: 031 360 1249

## Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 08 February 2016**.



# DURBAN ICC

INTERNATIONAL CONVENTION CENTRE  
KNAHEIM BEAT RUTHILOU ICC COMPLEX  
SOUTH AFRICA

## Request for proposals approved by:

Operations Director  
Nicolette Elia-Beissel

28/01/2016

SCM Compliance Officer  
Ritesh Ramkissoon

28/01/2016

SCM Compliance Manager  
Thenashree Naidoo

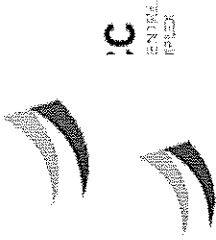
29/1/16

Finance Director  
Melanie Rambally

29/1/16

Chief Executive Officer  
Lindiwe Rakharebe





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 INTERNATIONAL ASSOCIATION CENTRE  
 INVESTIGATION OF THE ICC COMPLIANCE  
 SOUTH AFRICA

**11. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

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

Name: (Block Capitals)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**12. Declaration of Municipals Fees**

I / we do hereby declare that the Municipal fees of the company:-

.....  
 (Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

Account	Account Number *
Electricity	
Water	
Rates	

\* to be completed by Service Provider.

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

**Name:** (Block Capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (of person authorized to sign on behalf of the Tenderer)

**13. MBD 4 Declaration of Interest**

13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

13.2 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.

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

13.3.1 Full name of bidder or his/her representative .....

13.3.2 Identity number: .....

13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

13.3.4 Company Registration Number: .....

13.3.5 Tax Reference Number: .....

13.3.6 VAT Registration Number: .....

13.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup> "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.



13.3.8 Are you presently in the service of the state? 

YES	NO
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If yes, furnish particulars:

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13.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars: 

YES	NO
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13.3.10 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
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If yes, furnish particulars:

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13.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

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

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

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

YES	NO
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**13.4 Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**

