



NATIONAL POST CENTRE (HEAD OFFICE):

GENERAL SCOPE OF WORK:

**SPECIFICATION: PEST CONTROL SERVICES
NATIONAL POST CENTRE (NPC)**

Contractor Name	<hr/>
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Please adhere to the specification document gate keeping criteria; failure to meet the criteria will result in disqualification of your proposal.

SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. OBJECTIVES

1.1 To appoint a service provider/s for the provision of Pest Control Services for a period of twelve (12) months.

2. POINT OF DELIVERY OF SERVICE

Site: SA Post Office Head Office	
Town / City	Pretoria
Location / Suburb	Northern Region
Name and physical address of building	497 NPC c/o Jeff Mazola & Sophie de Bryn Streets, Pretoria
Brief property description (type and number of buildings, and their use)	3-storey office building, basement with store rooms, equipment rooms, carport parking area, cleaners change rooms. Office Area Ground Floor: 5 058.65 m ² First Floor: 4 620.50 m ² Second Floor: 3 803.00 m ² Total office area 13 482.15 m² Basement (Parking): 4 738.00 m ² Outside Parking area: 5 164.00 m ²
Total property size	23,384.15 m ²
Contact Details of site manager	<ul style="list-style-type: none"> • Reception: 012 407 7000 • Direct line: 012 407 7663
Hours of services to be rendered	Building fumigation – After office hours/ weekends. Other Pest control service – week days

3. LEGISLATIVE REQUIREMENTS

3.1 The service provider will be responsible for the provision of Pest Control Service in accordance with these specifications, applicable legislation and regulations and industry standards, i.e. South African Pest Control Service Association (SAPCA).

3.2 The service provider is expected to comply in full with all legislative requirements relating to the provision of Pest Control Service.

3.3 As per industry regulations, any commercial application of a registered agricultural remedy (virtually all pesticides) may only be carried out strictly in accordance with the

instructions contained on the label and applied under the direct (on site) supervision of a registered Pest Control Service operator.

3.4 The service provider's procedures for the procurement, storage, handling, transporting, application and general use of Pest Control Service chemicals must comply with all applicable legislation and Provincial and Local Authority rules, including but not restricted to:

3.4.1 Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 1947 (Act 36 of 1947)

3.4.2 The Hazardous Substances Act (Act 15 of 1973).

3.4.3 The Environmental Conservation Act (Act 73 of 1989).

4. DETAILED SPECIFICATIONS (SPECIAL REQUIREMENTS)

4.1 The pest control operator must have a Certificate of Competency for structural pest control from a recognized and registered institution as per the jurisdiction of AgriSETA, Skills Development Act, 1998 (Act. 97 of 1998)

4.2 It is compulsory for potential suppliers to visit site to ascertain requirements as detailed below according to their expert analysis.

Note to bidders:

Descriptions below are indicative of the work required to be executed on site. It is the responsibility of the bidders to allow in pricing for all necessary works, equipment and material required for the successful completion of the service as per industry standard.

5. GENERIC SPECIFICATION

5.1 The areas as indicated below are to be treated for all kinds of pests, including:

Cockroaches, Mice, Rats, Fleas, Rodents, Fish moths, Flies, Ants, Spiders, Mosquitos etc.

5.2 Specific specifications – Frequency

Office Areas and yard

Description	Service
Office areas	
Poisoned bait into all boxes internal.	Quarterly
Pesticides where applicable.	Quarterly
Re-fill Automatic air-freshener spray dispenser	Monthly
Re-fill Automatic insects spray dispenser	Monthly
Outside yard –garden area, parking, basement etc.	
Poisoned bait into all boxes external.	Monthly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes etc.	Quarterly

Ceiling Voids

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes etc.	Quarterly

Toilets

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Refuse Areas

Description	Service
Poisoned bait into all boxes External.	Monthly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Security Rooms

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Roofs

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Ducts

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Shafts

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Change Rooms

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Coffee Stations / Kitchenettes

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Non-toxic gels for controlling cockroaches and ants etc.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Store Rooms / Floor Area

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Monthly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Canteen Kitchen (Cooking Areas)

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Monthly
Non-toxic gels for controlling cockroaches and ants.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

Electrical, Plumbing, Telephone, Lift and Air-Conditioning Shafts

Description	Service
Poisoned bait into all boxes Internal.	Quarterly
Pesticides where applicable.	Quarterly
Full Pest Control: Space fumigation, Replacements of damaged cardboard bait boxes, etc.	Quarterly

*Full pest control service must be conducted as SLA/ Contract commencement

* All bait boxes and dispensers are to remain the property of the South African Post Office (SAPO) at contract expiry

6. PRICING SCHEDULE

DESCRIPTION	QUANTITY	RATE	TOTAL COST
Monthly Pest Control Service as detailed in these specifications External Bait stations = 45 Refill air freshener dispenser = 10 Refill insect dispenser = 5	12	R	R
Quarterly Service as detailed in these specifications. Internal Bait stations = 80	4	R	R
Once-off Bait Station (Combat Type – External): Supply and Install complete with 1 st month bait.	10	R	R
Once-off Automatic Air-freshener spray dispenser wall mount (for office, hallways) =10 Supply and install complete with 1 st month spray	10	R	R
Once-off Automatic insect spray dispenser(natural insect repellent) = 5 Supply and install complete with 1 st month spray.	5	R	R
Sub-Total (EXCL. V.A.T)			R
V.A.T @ 15%			R
TOTAL PRICE (INCLUDING VAT)			R
Total amount in words:			