

South African Revenue Service

Specifications for Integrated Pest Management Program for all SARS offices, countrywide

1 BACKGROUND:

- 1.1 The South African Revenue Service (SARS) intends to appoint a service provider/s for the provision of an Integrated Pest Management Program at a national level for all SARS Offices countrywide. The contract will be for a period of 36 months.

2 DESCRIPTION OF THE PROGRAM:

- 2.1 This specification is part of a comprehensive Integrated Pest Management (IPM) program for all SARS Buildings listed herein. It should be noted that SARS reserves the right to add or remove buildings as listed as **Annexure A** at its sole discretion during the contract period. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices.

Note: Please indicate with a tick for compliance or non-compliance on a paragraph per paragraph basis to all specifications and bid conditions included in this document. Should bidders fail to adhere to this requirement, it will be assumed that the bidder is not in compliance with the statement/ requirement as specified.

3. SERVICE PROVIDER SERVICE REQUIREMENTS:

DESCPTION:	Noted
The successful Service Provider shall furnish all supervision, labour, materials, and necessary equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program.	
The Service Provider shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.	
PESTS INCLUDED:	
The Service Provider shall adequately suppress the following Pests:	
<ul style="list-style-type: none">Indoor populations of rodents, ants, cockroaches, dust, paper mites and spider webs, ,bats and etc.	
<ul style="list-style-type: none">Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors, bees, wasps, snakes, etc.	
INITIAL BUILDING INSPECTIONS:	
The Service Provider shall adequately suppress the following Pests: The Service Provider shall complete a thorough, initial inspection of each building or site at least ten (10) working days prior to the starting date of the contract.	
The purpose of the initial inspections is for the Service Provider to evaluate the pest control needs of all locations and to identity problem areas and any equipment, structural features, or management practices that are contributing to pest infestations.	
Access to building space shall be coordinated with the Corporate Real Estate Management representative.	
The Corporate Real Estate Management Representative (CRE) will inform the Service Provider	

DESCPTION:	Noted
of any restrictions or areas requiring special scheduling.	
PESTS VULNERABLE AREAS:	
<p>The following areas in all building must be treated:</p> <ul style="list-style-type: none"> • DB boards, Electrical Skirting's (Prior arrangements to be made with CRE allowing a minimum of (7 days lead time) • Entrances / foyers, toilets, kitchens and pause areas; • Filling and store rooms; • Passages; • All offices and common areas; and • Basements 	
PEST CONTROL PLAN:	
The Service Provider shall submit to the CRE representative (or requesting office) a Pest Control Plan at least five (5) working days prior to the starting date of the contract.	
Upon receipt of the Pest Control Plan, the CRE representative will render a decision regarding its acceptability within two (2) working days.	
If aspects of the Pest Control Plan are incomplete or disapproved, the Service Provider shall have two (2) working days to submit revisions.	
The Service Provider shall be on-site to perform the initial service visit for each building within the first five (5) working days of the commencement of the contract.	
<i>The Pest Control Plan shall consist of five parts as follows:</i>	
Proposed Materials and Equipment for Service:	
The Service Provider shall provide current labels and Material Safety Data Sheets for all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide service.	
Proposed Methods for Monitoring and Detection:	
The Service Provider shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.	
Service Schedule for Each Building or Site:	
The Service Provider shall provide complete service schedules that include weekly or monthly frequency of Service Provider visits, specific day(s) of the week of Service Provider visits, and approximate duration of each visit.	
Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort:	
The Service Provider shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.	

DESCRIPTION:	Noted
Qualified Pest Control Officers:	
The Service Provider shall provide photocopies of qualifications and registrations of their pest control officers with the Department of Agriculture for every Service Provider employee who will be performing on-site service under this contract.	
The Service Provider shall be responsible for carrying out work according to the approved Pest Control Plan.	
The Service Provider shall receive the concurrence of the CRE prior to implementing any subsequent changes to the approved Pest Control Plan, including additional or replacement pesticides and on-site service personnel.	
RECORD KEEPING:	
The Service Provider shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract.	
These records shall be kept on-site and maintained on each visit by the Service Provider.	
<i>Each logbook or file shall contain at least the following items:</i>	
Pest Control Plan:	
A copy of the Service Provider's approved Pest Control Plan, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Service Provider's service schedule for the building.	
Pest Control Work and Inspection Report or an equivalent:	
These forms will be used to advise the Service Provider of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Service Provider's employee performing the service shall complete, sign, and date the inspection report, and return it to the logbook or file on the same or succeeding day of the services rendered.	
MANNER AND TIME TO CONDUCT SERVICE"	
Time Frame of Service Visits:	
The Service Provider shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings.	
When it is necessary to perform work outside of the regularly scheduled service time set forth in the Pest Control Plan, the Service Provider shall notify the COR at least one (1) day in advance.	
The service visits must be schedule at the following times: <ul style="list-style-type: none"> Office Hours : Service visits to start at 15:00; and Weekends : Service visits to start at 08:00 	
OCCUPATIONAL HEALTH AND SAFETY:	
The Service Provider shall observe all safety precautions throughout the performance of this contract	
All work shall be in strict accordance with all applicable Occupational Safety and Health	

DESCPTION:	Noted
Regulations.	
The Service Provider shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.	
Special Entrance:	
Certain areas within some buildings may require special instructions for persons entering them.	
The Service Provider shall adhere to these restrictions and incorporate them into the Pest Control Plan.	
The bidder must pay the levy fees to airports as part of this submission. SARS will pay the levies.	
Uniforms and Protective Clothing:	
All Service Provider personnel working in or around buildings specified in this contract shall wear distinctive uniform clothing.	
The Service Provider shall determine the need for and provide any personal protective items required for the safe performance of work.	
Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Regulations standards for the products being used.	
SPECIAL REQUESTS AND EMERGENCY SERVICE:	
On occasion, the CRE representative may request that the Service Provider perform corrective, special, or emergency service(s) that are beyond routine service requests.	
The Service Provider shall respond to these exceptional circumstances and complete the necessary work within three (3) hours after receipt of the request.	
SERVICE PROVIDER PERSONNEL:	
Throughout the term of this contract, all Service Provider personnel providing on-site pest control service must adhere to all regulations prescribed by the Department of Agriculture, specifically Act 36 of 1947 related to Pest Control.	
Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under this contract.	
The Service Provider should be able to confirm the following:	
Their pest control officers are certified and registered with the Department of Agriculture.	
USE OF PESTICIDES:	
The Service Provider shall be responsible for application of pesticides according to the label.	
All pesticides used by the Service Provider must be registered with the Department of Agriculture as stipulated by Act No. 36 of 1947.	
Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable local laws and regulations.	

DESCRIPTION:	Noted
Approved Products:	
The Service Provider shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the CRE representative.	
<i>Note: Should a bidder offer any alternative product to the above specified products, a full description (product data sheet), and the reasons for recommending the alternative product as well as the environmental impact of the product is to be supplied as an Annexure to the original bid.</i>	
Control Strategies in an IPM programme the include above:	
Description:	Noted
Pesticide Storage:	
The Service Provider shall not store any pesticide product in the buildings specified in this contract.	
Application by Need:	
Pesticide application shall be according to need and not by schedule.	
As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area.	
Written approval must be granted by the pest control person prior to any preventive pesticide application;	
Minimization of Risk:	
When pesticide use is necessary, the Service Provider shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.	
INSECT CONTROL:	
Emphasis on Non-Pesticide Methods:	
The Service Provider shall use non-pesticide methods of control wherever possible. For example: Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs.	
Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.	
Application of Insecticides to Cracks and Crevices:	
As a general rule, the Service Provider shall apply all insecticides as "crack and crevice" treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.	

DESCPTION:	Noted
Application of Insecticides to Exposed Surfaces or as Space Sprays:	
Application of insecticides to exposed surfaces or as space sprays ("fogging") shall be restricted to exceptional circumstances where no alternative measures are practical.	
The Service Provider shall obtain approval of the pest control officer prior to any application of insecticide to an exposed surface or any space spray treatment.	
No surface application or space spray shall be made while tenant personnel are present.	
The Service Provider shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.	
Insecticide Bait Formulations:	
Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.	
Monitoring:	
Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.	
RODENT CONTROL:	
Indoor Trapping:	
As a general rule, rodent control inside buildings shall be accomplished with trapping devices only.	
All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations.	
Trapping devices shall be checked on a schedule approved by the pest control officer.	
The Service Provider shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.	
Use of Rodenticides:	
In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside buildings, the Service Provider shall obtain approval of the pest control officer prior to making any interior rodenticide treatment.	
All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.	
Use of Bait Boxes:	
All bait boxes shall be maintained with an emphasis on the safety of non-target organisms.	
<i>The Service Provider shall adhere to the following five points:</i>	

DESCPTION:	Noted
All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.	
The lids of all bait boxes shall be securely locked or fastened shut.	
All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.	
Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.	
All bait boxes shall be labelled on the inside with the Service Provider's business name and address, and dated by the Service Provider's technician at the time of installation and each servicing.	
STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS:	
Throughout the term of this contract, the Service Provider shall be responsible for advising the CRE representative about any structural, sanitary, or procedural modifications that would reduce pest food, water, harbourage, or access.	
The Service Provider shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the suggested modifications are implemented.	
The Service Provider will not be held responsible for carrying out structural modifications as part of the pest control effort.	
However, minor applications of caulk and other sealing materials by the Service Provider to eliminate pest harbourage or access may be approved by the CRE representative on a case by case basis.	
The Service Provider shall obtain the approval of the pest control officer prior to any application of sealing material or other structural modification.	
PROGRAM EVALUATION:	
Procurement and CRE will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as necessary.	
The Service Provider shall take prompt action to correct all identified deficiencies.	
QUALITY CONTROL PROGRAM:	
The Service Provider shall establish a complete quality control program to assure the requirements of the contract are provided as specified.	
Within five (5) working days prior to the starting date of the contract, the Service Provider shall submit a copy of his program to the CRE representative.	
<i>The program shall include at least the following items:</i>	
Inspection System:	
The Service Provider's quality control inspection system shall cover all the services stated in this contract.	

DESCPTION:	Noted
The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the pest control officer identifies the deficiencies.	
Checklist:	
A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections.	
The checklist shall include every building or site serviced by the Service Provider as well as every task required to be performed.	
Quality File:	
A quality control file shall contain a record of all inspections conducted by the Service Provider and any corrective actions taken.	
The file shall be maintained throughout the term of the contract and made available to the CRE representative upon request.	
Inspector/s:	
The Service Provider shall state the name(s) of the individual(s) responsible for performing the quality control inspections.	

4. SERVICE PROVIDER/S:

4.1 The bid is designed to provide a framework that will enable a broad base of Bidders an opportunity to participate in the provision of pest control services to SARS. The bid will result in a bidder/s being appointed for a 36 month period. This must include the following:

- Monthly pest control services – Pest control is the regulation or management of a specific defined as a **pest**, a member of the animal kingdom that impacts adversely on human activities. This can be achieved by monitoring the crop, only applying insecticides when necessary. The programme comprises a monthly pest control system, which maintains the pest such as ants, mosquitoes, cockroaches, flying insects, etc.
- Placement of bait stations/ fly catchers – These are to eradicate the problems with pests such as rats, mice, ants and snakes. This is allow for persons working in remote sites such as Warehouse, Detector Dog Units, etc. to work unhindered by these pests.
- Monthly fogging services – is a technique used to kill insects that involves the using of a fine pesticide spray (aerosol) which is directed by a blower. In some cases, a hot vapour may be used to carry the spray and to keep it airborne for longer. Fast acting pesticides like pryethroids are typically used.
- Ad-hoc services – To preventative of snakes, bees, wasps, bats and other insects which may causes harm to the client. Part of the insects, must be relocated, therefore the safe eradication is attempted.

The current contract requires will require all of these four aspects which allow for a complete Pest Control solution.

5. SARS INFRASTRUCTURE:

5.1 SARS operates from ±138 offices across all provinces. The total leased area per square meter is provided. The leased area per building does not reflect the total area that has to be serviced. The offices are located at the following addresses:

Head Office - Brooklyn

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
1	Brooklyn	Lehae La SARS	299 Bronkhorst Street, New Muckleneuk	19491		
2	Brooklyn	VDU	Middel Street, Brooklyn, Pretoria	705		
3	Brooklyn	Pavilion	Cnr Bronkhorst & Trem, New Muckleneuk	3367		
4	Brooklyn	Veale Street	271 Veale Street, Nieuw Muckleneuk, Brooklyn	4767		
5	Brooklyn	Khanyisa	281 Middle Street, Brooklyn	4672		
6	Brooklyn	Linton & Hilton House & Stevens House, Brooklyn	570 Fehrsen Street, Brooklyn	9882		
TOTAL						

Gauteng South

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
1	Alberton Campus	Alberton Campus	McKinnon Crescent , New Redruth	27697		
2	Alberton Branch Office	Alberton Receiver Of Revenue	49 New Quay Road	4760		
3	Benoni(Branch)	Branch Office	65 Howard Avenue	2904		

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
4	Boksburg (Branch)	Branch Office	Cnr Atlas & Racecourse Roads, Extension 9, Anderholt	1200		
5	Edenvale (Branch)	Branch Office	Cnr Hendrik Potgieter & Van Riebeeck Streets	3063		
6	Nigel (Branch)	Branch Office	Cnr Hendrik Verwoerd & 4 th Avenue	814		
7	Vereeniging (Branch)	Branch Office	Cnr Joubert & Merriman Streets	3130		
8	Springs (Branch)	Branch Office	N0 20, Sanlam Building, 7 th Street	1922		
9	Kempton Park (New Agents Building)	New Agents Building	New Agents Building, OR Tambo International	3351		
10	Kempton Park (ORTIA International Airport)	ORTIA International Airport	OR Tambo International Airport	3284		
11	Kempton Park (Detector Dog Unit)	Detector Dog Unit	Altas Road, Boksburg	250		
TOTAL						

Gauteng Central

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
1	Randburg	Branch Office	40 Hill Street	3312		
2	Soweto Dube	Branch Office	Office 13, Ekhasa Centre, Ground Floor, 2223 Mncube Drive	692	4	
3	Soweto Bara	Branch Office	Cnr Dynamo Drive & Chris Hani Road, Power Park, Orlando	1375	8	

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
4	Rissik Street	Branch Office	4 Rissik Street	26420	24	
5	Roodepoort	Branch Office	Horizon Shopping Centre, Sonop Street	1470		
6	City Deep	Kaserne State Warehouse	Maritzburg Road, City Deep	10395	24	
7	Krugersdorp	Branch Office	40 Kobie Krige Street	3301	4	
8	Randfontein	Branch Office	39 Stubbs Street	2423	10	
9	Sunninghill	Megawatt Park/Oracle Building	Eskom Building, 1 Maxwell Street, Sunninghill	21628	14	
10	Johannesburg International Mail Centre	Mail Centre	Griffiths Road, Kempton Park	147	8	
11	Lanseria	Lanseria International Airport	Lanseria International Airport	42		
TOTAL						

Gauteng North

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Pretoria	Main Building - Pretoria	Cnr Schoeman & Van Der Walt Streets, Pretoria.	7366		38
2	Pretoria	Prospect House	Cnr Schoeman & Van Der Walt Streets, Pretoria.	5124		
3	Pretoria	Customs House	136 Schoeman Street, Pretoria.	1800		
4	Pretoria	Iscor Warehouse	Roger Dyason Street, Pretoria	5962		

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
5	Pretoria	Silverton Warehouse	421 Rustic Road, Silvertondale	2544		
6	Pretoria	Pretoria North Receiver Of Revenue	North Park Mall, Cnr Rachell De Beer & Burger Streets, Pretoria North	1378		
7	Pretoria	Doornkloof Office Park	7 Protea Street, Doringkloof, Pretoria	11255		
8	Pretoria	Ashlea Gardens	31 Lebombo Road, Ashlea Gardens, Pretoria	1560		
9	Menlyn	Office of the Tax Ombudsman	Menlyn Corner, Frikkie De Beer Street, Menlyn	1090		
10	Pretoria	Riverwalk Office Park	Cnr Matroosberg and Garsfontein Roads,	10634		
11	Pretoria	Walker Creek	90 Florence Ribeiro Avenue, Muckleneuk	10188		
TOTAL						

Free State

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
1	Bloemfontein	Central Government Building	Cnr Aliwal & Nelson Mandela Drive	9289		
2	Ladybrand	DDU Unit	13 Joubert Street	1350		
3	Kroonstad	Branch Office	LMC Centre, Cnr Hill & Steyn Streets	2526		
4	Welkom	Branch Office	Cnr Graaf & Tulbagh Streets	2460		

No	Suburb	Building Name	Address	Total leased area m²	Bait Stations	Fly-catchers
5	Bethlehem	Branch Office	Maluti Square. Cnr Cambridge & Church Streets	735		
6	Kimberley	Branch Office	Old Toyota Building, Cnr Bean & Crossman Streets	2707		
7	Zastron Building	Branch Office	Cnr Zastron & Kloof street	4435		
8	Free State	Free State - Customs Houses	Free State - Customs Houses	100		
9	Wepener	Wepener	3A Brug Street	100		
10	Wepener	Wepener	3B Brug Street	100		
11	Wepener	Wepener (3C Brug Street)	3C Brug Street	100		
12	Wepener	Wepener (1 Van Aard Street)	1 Van Aard Street	100		
13	Ladybrand	Ladybrand (13 A Joubert Street)	Ladybrand Joubert Street	100		
14	Ficksburg	Ficksburg (5 Rondedraai Circle)	5 Rondedraai Circle	149		
15	Ficksburg	Ficksburg (10 Rondedraai Circle)	10 Rondedraai Circle	149		
16	Ficksburg	Ficksburg (8 Generaal Circle)	8 Generaal Circle	149		
17	Ficksburg	Ficksburg (9 Generaal Circle)	9 Generaal Circle	149		
18	Fouriesburg	Fouriesburg (13 Steyn Street)	13 Steyn Street	100		
19	Fouriesburg	Fouriesburg (24 Fourie Street)	24 Fourie Street	100		

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
20	Fouriesburg (30 Fourie Street)	Fouriesburg (30 Fourie Street)	30 Fourie Street	100		
21	Ladybrand	Ladybrand (Sandstone cove, 2 Willem Mathee Street)	Sandstone cove, 2 Willem Mathee Street	100		
22	Ladybrand	Ladybrand (10 Van Gorkum)	10 Van Gorkum	100		
23	Ladybrand	Ladybrand (Cosmos flats, 1 Vyfde Street)	Cosmos flats, 1 Vyfde Street	400		
24	Ladybrand	Ladybrand (43 Voortrekker Street)	43 Voortrekker Street	100		
25	Ladybrand	Ladybrand (22 Villa Pietrucci Flats, Botha Street)	22 Villa Pietrucci Flats, Botha Street	400		
TOTAL						

North West

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Zeerust	Zeerust detector dog unit	Zeerust Animal Aid, Cnr Du Toit & Water	46	1	
2	Mmabatho	Branch Office	Kgomongwe House, Cnr Barokologadi &	2787	1	
3	Rustenburg	Branch Office	39 Heystek Street	1948	10	
4	Klerksdorp	Branch Office	Cnr Anderson & Voortrekker Streets	2875		
5	Pilansburg Airport	Airport	South Village, Sun City	112		

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
6	Ramatlabana Border Post		(Customs House & Park homes)	320		
7	Skilpadshek		Customs House & Park homes Border	1100		
8	Kopfontein Border post		Customs House & Park homes	1500		
TOTAL						

Mpumalanga

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Witbank	Branch Office	Corner Botha & Paul Kruger Avenue	3175	16	
2	Standerton	Branch Office	Corner Princess & Kerk Street	3375	12	
3	Nelspruit	Branch Office	31 Citrus Crescent Ext 7 Mbombela Nelspruit	4305	10	
4	Lebombo Border Post	Lebombo detector dog unit	SARS Lebombo DDU End of N4 toll road Komatipoort	248	5	
5	Customs House	Lebombo Border Post	SARS Lebombo Border Post End of N4 Road	871		
6	States Warehouse _ A number of warehouses	This is next to the weigh Bridge just	SWH – Km7 Lebombo Border Dry Port	3700		
7	Kruger International Airport	Nelspruit	R538 Plaston Road White River	136		
TOTAL						

Limpopo

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Polokwane	Branch Office	40 Landros Mare Street, Polokwane	6825	10	
2	Lebowakgomo	Branch Office	Parliamentary Building, Block 4, Legislative Wings, Lebowakgomo	3100	14	
3	Giyani	Branch Office	Main Road, Department of Justice,	1200	1	
4	Sibasa/Thohoyandou	Branch Office	Old Doctor Tshivase Surgery, 756 Main	1384	10	
5	Musina	Musina Customs Warehouse	Musina SANDF Base, Musina	3290	30	
6	Polokwane Airport	Airport	Gateway Street, Polokwane	62		
TOTAL						

Western Cape

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Mossel Bay	Branch Office	67 Bland Street	304		
2	Cape Town	Commissioner Office new	3 rd floor, 120 Plein Street, Cape Town	500		
3	Beaufort West	Branch Office	Church Street	377		
4	Oudtshoorn	Branch Office	Allied Building, Church Street	81		
5	Cape Town Harbour	Cape Town State Warehouse	Cape Town Harbour	5200	5	

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
6	Cape Town	Project 166	22 Hans Strijdom Street, Cape Town	20792	4	1
7	Cape Town	Lower Long Branch Office	17 Lower Long Street, Cape Town	3122	8	
8	Cape Town	Parliamentary Services Unit	8 th floor, 90 Plein Street, Cape Town	60		
9	Saldanha	Port of Saldanha	Port of Saldanha, Saldanha Bay	80		1
10	Mitchells Plain	Mitchells Plain Branch Office	Promenade centre, Cnr AZ Berman and	1548		
11	Paarl	Branch Office	Rhoba Building, 19/20 Market Street	1795	10	
12	Worcester	Branch Office	Naude Building, 59 Church Street	2397	12	
13	Stellenbosch	Branch Office	Valerida Centre, Cnr Piet Retief & School	349		
14	Bellville	Sable Centre	c/o Teddington & De Lange Street, Bellville	16006	10	2
15	Cape Town	Cape Town International	Cape Town International Airport	904	10	
16	Epping	Cape Mail	Post Office Building, Good Showground ,	34	1	
17	Cape Town	Cape Town Scanner Site	Duncan Road, Cape Town Harbour	5680		
18	Cape Town	CIA Passenger Arrivals	CIA Airport	180		
19	Robertson	Robertson	Customs House, 48 Kerk Street	430		
TOTAL						

Northern Cape

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Upington	Anchorley TPS & Customs	Anchorley Building, Scott Street	1431		
2	Upington	Station Building	Goods Office, Railway Station	407		
3	Nakop	Dwellings Accommodation rooms (20 single	N10 road to Namibia	1879		
4	Nakop	Park Homes Park homes x 3	N10 road to Namibia	378		
5	Vioolsdrift -	Accommodation rooms (31 single units)	N10 road to Namibia	1058		
6	Vioolsdrift	Park homes x 3 (2 bedroom units)	N7 road to Namibia	591		
7	Vioolsdrift	4 (3 bedroom units)	N7 road to Namibia	428		
8	Alexander Bay	(Park Homes)	N7 National road	30		
9	Alexander Bay	(Park Homes + storage)	N7 National road	59		
10	Nakop	Nakop - Border Post Customs Warehouse		458		
TOTAL						

KwaZulu-Natal

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Durban	Trescon Building	201 West Street	23105	40	
2	Pinetown	Branch Office	36 Kings Road	997		
3	Pietermaritzburg	Branch Office	9 Armitage Road ,Bird Sanctuary	4348	10	
4	Newcastle	Branch Office	Victoria Mall, 36 Scott Street	2420	2	
5	Durban	King Shaka International	King Shaka International Airport	1040		
6	Umhlanga	Branch Office	29 Equinox Road, Umhlanga Ridge	2199		
7	Port Shepstone	Branch Office	16 Bisset Street	973	4	
8	Richards Bay	Richards Bay Customs	10 Dollar Street	658	4	
9	Richards Ba	Richards Bay TPS	Bay Side Mall	192	10	
10	Durban	Customs House/ Cato Creek	Bay Terrace Road	10446		
11	Durban	New Pier Scanner Unit	Durban Container Terminal, Langerberg Road	6300	100	
12	Durban	Albany House	61-62 Victoria Embankment	18244	4	
13	Durban	New Pier States Warehouse	Bayhead Road, New Pier, Maydon Wharf, Pier 1	6000	6	
14	Richards Bay	Dwellings Accommodation (11 houses)	No physical address- across Richards Bay	1100		

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
15	Durban	Durban - Westville (Detector Dog Unit)	Westville, Harry Gwala Road	30		
TOTAL						

Eastern Cape

No	Suburb	Building Name	Address	Total leased area m ²	Bait Stations	Fly-catchers
1	Port Elizabeth	Port Elizabeth Detector Dog Unit	Forrest Hill Drive, Forrest	65	6	
2	Port Elizabeth	Branch Office, St Mary's Terrace	Cnr Whytes Road, St Mary's Terrace	6564	10	
3	Port Elizabeth	Port Elizabeth State Warehouse	32 D Mowbrey Street, Newton Park	11500	27	
4	Port Elizabeth	Port Elizabeth	Harrow Road (warehouse)	1560		
5	Port Elizabeth	Sanlam Building	3 Chapel Street	4715	20	
6	Uitenhage	Branch Office	5 Young Street	735	6	
7	Mthatha	Branch Office	Hillcrest Shopping Centre	1811	14	
8	East London	Waverley building	3-36 Phillip Frame Road, Waverley Park	12180	24	
9	George	Branch Office	York Park Building, 93	2913		
TOTAL						

Note: The above-mentioned information relates to the current SARS Property portfolio. The information is included for clarity purposes and should in no way be regarded as a guarantee of any prospective business. SARS reserves the right to add or remove any of the above-mentioned buildings, without prior notice.

6. SPECIAL CONDITIONS:

6.1 Bidders are required to indicate compliance or non-compliance on a paragraph per paragraph basis to all general and bid conditions included in this bid.

7. GENERAL CONDITIONS:

Description	Noted
This bid will be regarded as a term contract whereby certain services may be acquired from successful bidders on an emergency and/or ad-hoc basis over the period of the contracts. Emergency and/or ad hoc services will be provided at SARS's request and on such terms and conditions as the Parties may agree to in writing provided such services will be related to the scope of the Tender.	
SARS reserves the right to accept more than one bid for the same item and to order its requirements from the most economical and / or convenient point of supply. SARS reserves the right to accept a bid as a whole or partially or not at all. SARS reserves the right to request samples.	
Service Providers should take note that contractual delivery periods must be strictly adhered to and that any breach of contract in this regard by any Service Provider may result in SARS availing itself of any remedy including cancellation of contract.	
SARS reserves the right to add or remove offices in the event of new offices being opened or closure of other offices.	

8. PRICING:

Pricing is to be based on the requirement contained in this bid document.

8.1 All pricing is to exclude Value Added Tax – 15%;

8.2 Fixed period pricing – Prices will be fixed for a period of 12 (twelve) months. Thereafter the prices will be subject to an escalation of the lesser of six percent (6%) or the actual inflation rate (CPI), as applicable and with effect from the first anniversary of the Commencement Date.

- 8.3 Any orders placed within the contract period, will be paid according to the price applicable at the date of order;
- 8.4 Prices will be checked periodically for market competitiveness;
- 8.5 Utility charges (water/power) – bidders will not be charged for these.

9. ADDITIONAL INFORMATION:

9.1 *Proposed Solution*

The bidder / service provide must indicate their ability to comply with all the requirements as stated in this bid document.

9.2 *Value Adds*

The specifications/ requirement as contained in this document described the minimum requirements of SARS with regard to pest control services. The bidder must indicate on any value- ads that would benefit to SARS.

9.3 *Presence*

The bidder must provide information on the company's national representation, as well as intended sub-contracting.

9.4 *References*

The bidder must provide a list of references where a similar contract has been undertaken including contract details.

9.5 *Going Concern Status*

SARS will, conduct a financial due diligence on the short listed service provider to ensure that the service provider is a viable entity capable of implementing and sustaining the contracted service.

9.6 *Company Profile*

The service provider must provide a detailed company profile including the founding company statements as well as the shareholding structure of the company.

9.7 *Service Provider Registration*

Prospective Service Providers / bidders must register as suppliers with SARS before any payment can be made.

10. SERVICE LEVEL AGREEMENT:

- 11.1 Once the Service Provider has been appointed, SARS will enter into a Service Level Agreement with the said Service Provider/s.

11. AWARD OF CONTRACT:

- 12.1 SARS reserves the right to award this contract on a cluster basis.

Clusters	Regions
Cluster A	Gauteng North /Head Office/Mpumalanga
Cluster B	Gauteng Central & Limpopo
Cluster C	Gauteng South & North West
Cluster D	KwaZulu- Natal & Eastern Cape
Cluster E	Western Cape
Cluster F	Northern Cape & Free State