

REQUEST FOR QUOTATION (RFQ)

RFQ REF	FIN-INF-06/2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PEST CONTROL SERVICES FOR A PERIOD OF ONE (1) YEAR
RFQ ISSUE DATE	14 OCTOBER 2026
CLOSING DATE & TIME	23 OCTOBER 2026 AT 16H00 PM

Submissions must be electronically submitted to InfrastructureRQF@legal-aid.co.za on or before the closing date of this RFQ,

For queries, please contact **Nomalanga** via email: NomalangaN@legal-aid.co.za

SUPPLIER NAME	:	
POSTAL ADDRESS	:	
TELEPHONE NO	:	
FAX. NO.	:	
E MAIL ADDRESS	:	
CONTACT PERSON	:	
CELL NO	:	

SPECIFICATION FOR PEST CONTROL SERVICES-FINANCE

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the constitution. Legal Aid South Africa is a high-performance organization delivering its constitutional mandate to provide legal assistance to the poor.

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for Pest Control Services in accordance with compliance with the Occupational Health & Safety Act (85 of 1993)-Finance.

1. Purpose of Project

The purpose of this RFQ is to solicit quotations from reputable, competent, skilled and experienced service providers for Pest Control Services-Finance

2. Area

Legal Aid SA offices, Legal Aid House, 29 De Beer Street, Braamfontein.

Floor or Description	Size in m²	No. of Office, kitchen Store Room
Basement	610	8
Ground floor	610	10
1 st Floor parking	40	1
1 st Floor	610	26
2 nd Floor	610	21
3 rd Floor	610	21
4 th Floor	610	24
5 th Floor	610	27
6 th Floor	610	15
7 th Floor	610	8
8 th Floor	610	25
9 th Floor	610	12
Service Duct	-	20

3. Scope of Work

The appointed contractor shall undertake to provide Legal Aid with services, which is of a high and acceptable standards applicable, which shall include:

Maintenance which includes but not limited to the following:

- Maintenance on quarterly basis and issuing of treatment report
- Maintenance and control of rodent/ mouse/rat;
- Termite extermination control;
- Maggots control;
- Fly extermination and control;
- Fumigation of areas with focus on kitchens for cockroach control;
- Fumigation/Control of potential infestation areas;
- To supply and maintain bait boxes at strategic points;
- To respond to call-outs;
- Removal of dead birds, rodents or all vermin and cleaning and disinfecting 'As and When' required
- Replacement of damaged tamperproof bait station and any other pest control equipment 'As and When' required
- Perform other fumigation or decontamination services 'As and When' required
- Microbial Fogging and Disinfecting /sanitizing of Legal Aid SA National Office Building by disinfecting identified areas or affected areas 'As and When' required

4. Equipment, Material and Consumables

Service provider must ensure;

- Adequate stock of all consumables required for the proper execution of the pest control services;
- Chemicals used must comply with requirements of relevant government authorities and be the least toxic and harmless to humans, eco- friendly chemicals and SABS approved.
- It provides names of all chemicals/insecticides to be used with the authorities' approval to Legal Aid SA within 1 month from the award of the contract.
- Only chemicals approved by the Department of Environment are allowed for application in the premises. It is also the Contractor's responsibility that chemical usage does not defer from laws and regulations stipulated by the local government.
- All insecticides and chemicals must be used discretely. Treatment should not cause damage or be corrosive to the buildings, equipment and electrical appliances.
- The awarded Bidder must provide the relevant Material Safety Data Sheets (MSDS) for **ALL** chemicals used in and around Legal Aid SA premises. It is also the Contractor's responsibility to ensure that an updated list and MSDS be provided to Legal Aid SA should there be a change.

- With every deployment for fumigation, as a minimum requirement, there must always be one (1) Licensed Operator and one (1) additional technician//assistant
- Appropriate transport for deployed team
- Safety wear

5. Regulatory Requirements:

It is mandatory that the Pest Control Contractor is compliant with the following regulations:

- Occupational Health & Safety Act (85 of 1993)
- The Regulations for Hazardous Chemical Substances
- Agricultural Pests Act, Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Amendment Act, 1980
- All other applicable regulations;

6. Mandatory Requirements

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY REQUIREMENTS		COMPLY	
		YES	NO
1.	Bidders must submit proof of a Valid qualified Pest Control Operator in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as amended.		
2	Experience of the bidder: Two reference letters where similar work carried out by the tendering entity on Practical completion Testimonial Letter /or completion certificate must be: On client letterhead Dated- not older than 5 years Duly signed by client representative Stipulate scope of work and when works were carried out (NB: Similar = Pest Control Services)		

**NON-SUBMISSION OF THE MANDATORY REQUIREMENTS WILL RESULT IN DISQUALIFICATION
AND WILL NOT BE EVALUATED FURTHER**

Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to you.

7. Pricing

A Formal Written Quotation (clear & unambiguous; including VAT if applicable) is to be submitted

Table 1:

PEST CONTROL CONSUMABLES			
Service Description	QTY	Year 1	
		Rate	Total
Supply and install tamperproof bait stations/boxes- External Areas	40	R	R
Cardboard Bait Box-Offices	220	R	R
Total			R
<i>*Price to be VAT inclusive where applicable.</i>			R

QUATERLY PEST CONTROL SERVICES			
Service Description		Year 1	
		Quarterly Rate (incl. VAT) *	Annual
Fumigation of all areas			
Replenishment of cardboard bait boxes with approved poison – 220 units			
Cleaning and replenishment of tamperproof bait stations/boxes with approved poison – 40 units			
Total			R
<i>*Price to be VAT inclusive where applicable.</i>			R

PRICING SUMMARY

Description	Total	
Table 1: Pest Control Consumables	R	
Table 2: Quarterly Fumigation Services	R	
	Final Total	R

Ad-Hoc Rates

Rates shall not be included in Pricing structure.

Replacement of Tamperproof Bait Stations

	Description	Unit	Qty	Rate
				Y1
1.	Tamperproof bait stations/boxes	No.	1	

COVID-19 Decontamination

	Description	Unit	Qty	Rate
				Y1
1.	Microbial Fogging and Disinfecting /sanitizing of Legal Aid SA National Office Building by disinfecting identified areas or affected areas.	m ²	1	

Call Out Rates

	Description	Unit	Qty	Rate
				Y1
1.	Weekdays	p/h	1	
2.	Weekends	p/h	1	
3.	Public Holidays	p/h	1	

8. Terms and Conditions

- Quotations are to be submitted on an official Company Letterhead reflecting the following:
 - Date of quote issued
 - Validity Period (minimum of 120 days from the closing date)
 - Delivery period
 - Warranty period or manufacturers guarantee
 - VAT registration (Where Applicable)
 - CSD Number
 - Physical Address
- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 120 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
 - The SDB 1, 3.1, 4 and 6.1 (attached) should be completed and submitted with the quote
- **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.)

The specific goals allocated points in terms of this tender: Historically Disadvantaged individual (HDI)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black person/s.	N/A	10	N/A	

Enterprises with ownership of 51% or more by person/s who are women	N/A	5	N/A	
Enterprises with ownership of 51% or more by person/s who are youth	N/A	3	N/A	
Enterprise with ownership of 51% or more by person/s with disability	N/A	2	N/A	
Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	N/A	0	N/A	
Total points		20		

Table 2: Proof and evidence required for claiming points for specific goals

Goal	Proof and Acceptable Evidence
<u>B-BBEE Level of Contributor</u>	<u>B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per the Codes of Good Practice</u>
<u>Women</u>	<u>CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document</u>
<u>Black Youth</u>	<u>CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document</u>
<u>Disability</u>	<u>Medical Report/ CIPC documents/B-BBEE Certificate / Sworn- Affidavit/ Certified Copy of Identity Document</u>

- The service provider will not be entitled to a retainer fee;
- Prices to be fixed for a year upon appointment;
- Installed Tamperproof Bait box units must come with a manufacturer's warranty;

- Bidders need to take note of the requirements of the Occupational Health and Safety Act No 85 of 1993 and the Construction Regulations 2003 issued in terms of Section 43 of the Act. The bidder shall be deemed to have read and fully understood the requirements of the above Act and Regulations and have allowed for all costs in compliance in addition to that;
- **Awarded bidder will be required to submit COIDA Certificate for Pest Control Services or similar nature before work commence.**
- Awarded bidder must use the proposed Key Staff, or those equally or more experienced and/ or qualified for the duration of the contract;
- Bidders are required to provide a valid B-BBEE status level verification certificate or a sworn affidavit where preference points are claimed;
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier;
- This Request for Quotation is subject to the conditions of the General Conditions of Contract (GCC) and, any other legislation or Special Conditions of Contract (SCC);
- Quotations must be submitted by email to InfrastructureRQF@legal-aid.co.za
- Site Viewing and Technical enquiries should be directed by email to PhumlaniN@legal-aid.co.za
- Hand delivered quotations will not be considered;
- Payments will be made within 30 days of the invoice date;
- **Closing date of submission is on 23 October 2026 at 16h00 PM.**

Document Checklist

No.	Document	(✓) Tick applicable box			
		Yes		No	
1.	Quotation				
2.	Fully Completed SDB 1, 3.1,4, 6.1				
3.	Valid B-BBEE Certificate or Sown Affidavit				
4.	Valid Tax Compliance Status or PIN				
5.	CV and Certificate for Pest Control Operator.				
6.	Reference letters from contactable previous/current clients on the company's letter head with an authorized signature				
7.	Proof of Valid Pest Control Operator				

LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSALS.