

**TERMS OF REFERENCE FOR PEST CONTROL, HYGEINE AND CLEANING SERVICES
FOR A PERIOD OF 36 MONTHS**

1. **Background**

KZN Sharks Board invites service provider proposals for the rendering of ablution treatment services at 1a Herrwood Drive, Umhlanga Rocks and 10 Mahogany Field Way, Springfield Park. The KZN Sharks Board is entrusted with the responsibility of ensuring that all staff and visitors experience and operate in a hygienic environment. and to provide this environment, KZNSB would like to appoint a service provider who will provide an ablution treatment service.

2. **Purpose & Scope**

- The proposal must include the provision of chemicals, hygiene services and relevant equipment.
- The chemicals and equipment that will be used in the KZNSB must be SABS approved and suitable for green building.
 - Ablution Area
- Attached Table.

3. **Hygiene Services**

- The appointed service provider will be required to provide hygiene execute to the KZNSB buildings. This service will be rendered as requirement levels defined in the Occupational Health and Safety Act (OHS Act) and Environmental Management System (EMS) & SABS 00400.
- This service provider will also be required to provide samples of the material to be used.

The hygiene services shall entail the provision of the following.

- Liquid hand soap
- Air Freshener
- Seat Sanitizers
- Paper hand towel
- SHE bins services.
- Urinal filters

- Pest control

4. Period of contract

- The contract shall be for 36 months after the signing of the SLA with the winning provider.

6. Mandatory requirements

- A Valid Tax Clearance Certificate.
- Certified Copy of BBBEE certificate (not older than 3 months).
- Proof of Treasury Central Supplier Database registration and Supplier number.
- Companies and Intellectual Property Commission (CIPC).

7. Information to be adhered to on the proposal.

- Submission must indicate whether-the company-is able to meet the requirement.
- An operational manager to be assigned to KZNSB for the contract. The operational manager must be available during official working hours to immediately respond when needed. A CV of the operational manager.
- Confirmation that the bidder will provide necessary chemicals & equipment.
- Detailed budget for the entire project.
- An outline plan of how the service would be rendered, the type chemicals that would be used and equipment available for cleaning. Proof must be supplied, per chemical, to confirm that the chemicals to be used are approved by SABS.
- Three contactable references indicating service provided.

8. Evaluation Criteria

Aspects	Area of evaluation	Weight	Value
Track record	Three contactable references	40	
Resources	Operation plan:	30	
Support	Account manager CV and Experience	30	
	Total	100	

9. Specification

Hygiene MCOE

- Unisex 1 x Toilet, 1 x basin. 1 x urinal.
- Quote on soap dispenser, sanitary bin & Air freshener.

Stores

- Unisex 1 x Toilet, 1 x basin, 1 x urinal.
- Quote on soap dispenser, sanitary bin & Air Freshener, & paper dispenser.

security

- Unisex 1 x Toilet, 1 x basin, 1 x shower.
- Quote on soap dispenser, Air Freshener.

Compound Ground Floor

- Men 2 toilets, 2 x basin, 2 x urinal, 3 x Showers
- Quote on soap dispenser, Sanitizer, paper dispenser.

Compound First Floor

- Men 2 x toilets, 2 x basin, 2 x urinal, 3 x Showers • Quote on soap dispenser, Sanitizer.

MCOE Training Centre

- Men 3 x toilets, 2 x basin, 2 x urinals.
- Quote on soap dispenser & Air fresheners.

MCOE Training Centre

- Ladies 4 x toilets, 2xbasin.
- Quote on soap dispenser, sanitary bins, seat spray Sanitizer & Air freshener.

Research. Centre

- Female 2 x toilets, 2xbasin, 1x Shower.
- Quote on soap dispensers, sanitary bins.

Research. Centre

- Men 1 x toilet, 2xbasin, 2 x urinals, 1 x Shower. • Quote on Air freshener.

Research. Centre

- Paraplegic 1 x toilet, 1 x basin.
- Quote on Sanitary bin, Air fresheners.

Exec Wing

- Ladies 3 x Toilet, 2 x basins Quote on sanitary bins, seat spray sanitizer, soap dispenser, air fresheners.

Exec Wing

- Gents 2 x Toilets, 2 x basins 1x urinal.
- Quote on seat spray sanitizer, soap dispenser, air freshener.

CEO's Office

- 1 x Toilet, 1 x basin 1 x Shower
- Quote on Soap dispenser, air freshener.

Finance

- Ladies 2 x Toilets, 2 x basins,
- Quote on sanitary bins, seat spray sanitizer, soap dispensers, air fresheners.

Finance

- Gents 1 x Toilet, 2 x basins, 1 x urinal.
- Quote on soap dispensers, air fresheners.

AV Hall

- Ladies 5 x Toilets, 5 x basins.
- Quote on sanitary. Bins, soap dispenser and air fresheners.

AV Hall

- Gents 3 x Toilets, 3 x basins, 2 x urinals.
- Quote on air freshener and soap dispenser.

Restaurant

- **Ladies** 1 x toilet, 2 x basin
- Quote on sanitary bins and air freshener, soap dispenser, seat spray sanitizer.
- **Gents** 1 x toilet, 2 x basins, 2x urinals
- Quote on air freshener, soap dispenser.
- **Paraplegic** 1 x toilet, Quote on sanitary bin

BLUE ROOM

- **Gents** 1 x toilet, 1 x basin, 2 x urinals
- Quote on air freshener, soap dispenser.
- **Ladies** 2 x toilet, 1x basin
- Quote on sanitary bins, seat spray sanitizer, soap dispensers, air freshener.

AV Hall

- **Paraplegic** 1 x Toilet, 1 x basin.
- Quote on sanitary bin, soap dispenser and air freshener.

Springfield Park

- **Gents** 1 x Toilet, x 1 x basin.
- Quote on air freshener.

Springfield Park

- **Ladies** 1 x Toilet, 1 x basin.
- Quote on sanitary bin and air freshener.

Springfield Park

- **Ladies** 2 x Toilet, 2 x basin.
- Quote on sanitary bin and air freshener.

Springfield Park

- **Gents** 2 x Toilet, 2 x basin.
- Quote on and air freshener.

Pest Control Specs

- Spraying of all drains for cockroaches.
- Gelling and spraying of all offices.
- Fly insect light trap for both canteens and compounds.
- Baits stations laid around the perimeter of building and at entrances. Please note: Quote on white equipment

- Wood Boer
- Ants

8. The service provider undertakes to adhere to the following table: HYGE'NE TREATMENT

Description of services	Quantity	FREQUENCY
Service of SHE bins	See attached Hygiene Survey	Fortnightly
supply of air Fresheners	See attached hygiene survey	Monthly
supply of Seat Sanitizer	See attached hygiene survey	Monthly
supply of liquid hand soap	See attached Hygiene Survey	Monthly
Service of dee clean	See attached hygiene survey	Monthly
P Mats	See attached Hygiene Survey	Monthly

9. The service provider undertakes to adhere to the following table. • PEST CONTROL

Description of services	Quantity	Frequency
Gelling and spraying of all offices	20	Monthly
Spraying of all drains for cockroaches	37	Monthly
Fly insect light trap for both canteens/ compound	04	Monthly
Baits stations laid around the perimeter of building and at entrances	70	Monthly
No of Offices	59	Monthly
Compound rooms	28	Monthly
Wood Boer and Ants		As it when