

ASC Pest Control

FOOD SAFETY SPECIALIST OWNED · SAPCA ASC797 · REGISTERED PCOS FREE RESOURCE ·
(ACT 36 OF 1947) ASCPESTCONTROL.CO.ZA

Pest Control Tender / RFQ Specification Template

Use this template to specify, evaluate and award a contract pest control service for a commercial or food-manufacturing site in South Africa. Complete the bracketed fields, attach your site plan, and issue with your RFQ. Clauses marked **[Mandatory]** are the minimum for an audit-defensible programme under R638, HACCP and GFSI standards (FSSC 22000, BRCGS). Published by ASC Pest Control — you may reproduce this document freely within your organisation.

1. Buyer and site details

Item	Detail
Company / buying entity	<i>[Company name and registration number]</i>
Site address and type	<i>[Address; e.g. food processing plant, DC, packhouse]</i>
Audit standard(s) in force	<i>[R638 / HACCP / FSSC 22000 / BRCGS / customer standards]</i>
Site size and zones	<i>[m²; production, storage, dispatch, offices, yard]</i>
Known pest history	<i>[Rodents / cockroaches / birds / stored product insects]</i>
Contract term sought	<i>[12 / 24 / 36 months; single or multi-site]</i>

2. Mandatory contractor qualifications

	Requirement	Evidence to attach
☐	[Mandatory] Pest Control Operators registered under Act 36 of 1947 for the relevant categories	PCO registration numbers and certificates for every operator who will service the site
☐	[Mandatory] Service methodology aligned to SANS 10133	Statement of methodology
☐	Industry association membership (e.g. SAPCA)	Membership number
☐	[Mandatory] Public liability insurance	Certificate, minimum cover value [R_____]
☐	Food-safety competence of designers/supervisors (HACCP, GFSI standards)	Training records / certifications
☐	References from comparable certified facilities	Three references with contact details

3. Mandatory service specification

	Clause
☐	[Mandatory] Documented site risk assessment before programme design, reviewed at least annually
☐	[Mandatory] Numbered, mapped monitoring stations (rodent, insect, ILT) against a current site plan

☐	[Mandatory] Service frequency by risk zone: [production weekly/fortnightly; perimeter monthly; specify]
☐	[Mandatory] Trend analysis by station, zone and pest, reported at least monthly with review meetings [quarterly]
☐	[Mandatory] Corrective action procedure with root-cause analysis and closure SLA of [___] days
☐	[Mandatory] Digital service records available to the buyer on demand; audit pack turnaround of [24 hours / on demand]
☐	[Mandatory] Approved chemical register with SDS for every product used on site; Act 36 registered products only
☐	[Mandatory] Emergency callout response of [___] hours for infestation events
☐	Non-toxic monitoring in sensitive/internal production zones; rodenticide use restricted to [perimeter/external]
☐	Named service technicians with site induction; substitution only with prior notice
☐	All records and station maps remain the property of the buyer on contract termination

4. Evaluation scoring matrix (suggested)

Criterion	Weight	What to look for
Regulatory compliance (PCO, Act 36, insurance)	Pass/fail	Disqualify if any mandatory item missing
Programme design quality	25%	Risk-based zoning, station density, monitoring types
Documentation and reporting	25%	Digital records, trend analysis samples, audit pack example
Audit-standard experience	20%	Certified-site references matching your standard
Price (like-for-like)	20%	Compare identical scope: visits, stations, reporting, SLAs
Service capacity and response	10%	Callout SLA, technician availability, escalation path

Like-for-like warning: the most common tender mistake is comparing prices across different scopes. Require every bidder to price the same station count, visit frequency, reporting deliverables and SLAs before comparing totals. A low bid with unmapped stations and no trend analysis routinely costs more after the first failed audit.

5. Award and onboarding requirements

	Clause
☐	Site survey and station mapping completed within [___] days of award
☐	Records handover protocol from the outgoing provider (station maps, 12-month trend history) with no compliance gap
☐	Baseline trend report issued after the first [90] days
☐	Contract review meetings [quarterly]; exit clause and re-tender terms defined

6. Bidder declaration

We confirm that the information provided is accurate, that all operators servicing the site will hold current Act 36 of 1947 registration, and that the priced scope matches Section 3 in full.

Bidder name and signature: [_____]	Date: [_____]
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