South African Pharmacy Council

REQUESTS FOR PROPOSALS (RFP)

RFP NUMBER: 02/2026

RFP DESCRIPTION:

APPOINTMENT OF A HYGIENE AND PEST CONTROL SERVICE PROVIDER AT THE SOUTH AFRICAN PHARMACY COUNCIL OFFICES

CLOSING DATE: 26 OCTOBER 2026 TIME: 16:00

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ADVERT:
APPOINTMENT OF A HYGIENE AND PEST CONTROL SERVICE PROVIDER FOR A FIVE-YEAR RENTAL AT THE SOUTH AFRICAN PHARMACY COUNCIL OFFICES

The South African Pharmacy Council (SAPC) invites service providers to submit proposals to supply, install, maintain, and service hygiene equipment and provide pest control for a five-year rental at 591 Belvedere Street, Arcadia, 0083, and at the Hatfield offices, 1019 Francis Baard Street.

Submit proposals with company profiles, recent references, the latest financial statements, tax compliance status certificates, and BBBEE rating scorecards.

Submit proposals as a soft copy to Ms Refilwe Mutlane by **26 October 2026** to tenders@sapc.za.org, or on a USB stick in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia, 0083. Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

A site visit can be arranged by appointment from **29 September to 02 October 2026**, between 09H00 and 16H00. Send all site-visit requests to tenders@sapc.za.org.

SAPC subscribes to the DTI's BBBEE Balanced Scorecard for accreditation of all proposals, in accordance with the latest DTI Codes of Good Practice.

SAPC is not bound to accept any proposals and reserves the right to cancel, withdraw or decline services/tenders in respect of the proposals received, as well as to re-advertise at its sole discretion.

1. INTRODUCTION

This document provides guidelines for service providers wishing to submit proposals in response to Request for Proposals No. 2/2026 – supply, install, maintain, and service hygiene equipment and provide pest control for a five-year rental at 591 Belvedere Street, Arcadia, 0083, and at the Hatfield offices, 1019 Francis Baard Street.

2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

2.1 to assist in the promotion of the health of the population of the Republic;

2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;

2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;

2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;

2.5 to establish, develop, maintain and control universally acceptable standards-

2.5.1 in pharmaceutical education and training;

2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;

2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;

2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and

2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;

2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and

2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

3. SCOPE OF WORK

3.1 ARCADIA OFFICE

SUPPLY, INSTALL, MAINTAIN, AND SERVICE HYGIENE EQUIPMENT AND PROVIDE PEST CONTROL FOR A FIVE-YEAR RENTAL AT ARCADIA OFFICE

No.	Item Description	Quantities	Frequency of service
1	Air Freshener Dispenser – Stainless Steel	12	Monthly
2	Soap Dispenser Foam – Stainless Steel	15	Monthly
3	Liquid (Hand Lotion) Dispenser – Stainless Steel	12	Monthly
4	Auto Sanitiser Digital Urinal/Toilet Dispenser – Stainless Steel	36	Monthly
5	Seat Sanitiser Dispenser – Stainless Steel	23	Monthly
6	She Bin Pedal – Stainless Steel	15	Weekly
7	Air Towel Hepa Filter/Air Towel Inject Hepa – Stainless Steel	11	Monthly
8	Bin Wall Mounted – Stainless Steel	11	N/A

DEEP CLEANING

No.	Item Description	Quantities	Frequency of service
1	Wall and Floor	12	Monthly
			Quarterly
2	Showers	4	Monthly
			Quarterly
3	Hand Basins	23	Monthly
			Quarterly
4	Toilets	24	Monthly
			Quarterly
5	Urinal	12	Monthly
			Quarterly
6	She Bin Pedal	15	Monthly
			Quarterly

CONSUMABLES

No.	Item Description	Quantities	Frequency of delivery
1	Soap Foam Refill	33	Monthly
2	Gel Shampoo/Shower	6	Monthly
3	Hand Lotion	12	Monthly
4	Seat Sanitiser Foam	30	Monthly
5	Air Fresheners	12	Monthly

PEST CONTROL

No.	Item Description	Quantities	Frequency of service
1	Offices	57	Monthly
2	Boardrooms	8	Monthly
3	Kitchens	8	Monthly
4	Storerooms	5	Monthly
5	Canteen	1	Monthly

3.2 HATFIELD OFFICE

SUPPLY, INSTALL, MAINTAIN, AND SERVICE HYGIENE EQUIPMENT AND PROVIDE PEST CONTROL FOR A FIVE-YEAR RENTAL AT HATFIELD OFFICE

No.	Item Description	Quantities	Frequency of service
1	Air Freshener Dispenser – Stainless Steel	10	Monthly
2	Soap Dispenser Foam – Stainless Steel	11	Monthly
3	Liquid (Hand Lotion) Dispenser – Stainless Steel	10	Monthly
4	Auto Sanitiser Digital Urinal/Toilet Dispenser – Stainless Steel	18	Monthly
5	Seat Sanitiser Dispenser – Stainless Steel	13	Monthly
6	She Bin Pedal – Stainless Steel	9	Weekly
7	Air Towel Hepa Filter/Air Towel Inject Hepa – Stainless Steel	10	Monthly
8	Bin Wall Mounted – Stainless Steel	10	

DEEP CLEANING

No.	Item Description	Quantities	Frequency of service
1	Wall and Floor	10	Monthly
			Quarterly
2	Showers	1	Monthly
			Quarterly
3	Hand Basins	12	Monthly
			Quarterly
4	Toilets	12	Monthly
			Quarterly
5	Urinal	5	Monthly
			Quarterly
6	She Bin Pedal - Stainless Steel	9	Monthly
			Quarterly

CONSUMABLES

No.	Item Description	Quantities	Frequency of delivery
1	Soap Foam Refill	20	Monthly
2	Gel Shampoo/Shower	3	Monthly
3	Hand Lotion	10	Monthly
4	Seat Sanitiser Foam	15	Monthly
5	Air Fresheners	10	Monthly

PEST CONTROL

No.	Item Description	Quantities	Frequency of service
1	Offices	16	Monthly
2	Boardrooms	3	Monthly
3	Kitchens	2	Monthly
4	Storerooms	2	Monthly
5	Canteen	1	Monthly

4. SERVICE PROVIDER DOCUMENTS REQUIRED

4.1 ADMINISTRATIVE MANDATORY DOCUMENTS

(a) Company profile;

(b) Valid Tax Compliance Status Certificate;

(c) Company Registration documents;

(d) BBBEE Rating Certificate;

(e) Risk Assessment Audit Form (Annexure A);

(f) Declaration of Interest Form (Annexure B);

(g) Pricing must be inclusive of VAT.

4.2 MANDATORY DOCUMENTS

(a) Sanitary pads disposal certificate;

(b) Product datasheets and Safety Data Sheets (SDS);

(c) A valid Letter of Good Standing from the Compensation for Occupational Injuries and Diseases (COIDA) from the Department of Employment and Labour or its Agencies;

(d) A Health and Safety file (to be submitted on appointment).

4.3 FUNCTIONAL EVALUATION DOCUMENTS

(a) Sanitary pads disposal certificate. The service provider handling feminine hygiene/sanitary bins must legally use or register as a licensed waste handler to safely and legally dispose of biohazardous medical waste through authorised municipal sites;

(b) Provide product datasheets and Safety Data Sheets (SDS) for all chemicals, sanitisers, fragrances, cleaning chemicals and pest-control products to be used on SAPC premises;

(c) Proof of registration and fumigation from the Department of Agriculture;

(d) Implementation plan and installation plan before contract commencement;

(e) A valid Letter of Good Standing from the Compensation for Occupational Injuries and Diseases (COIDA) from the Department of Employment and Labour or its Agencies;

(f) The company must submit at least 4 contactable reference letters/ completion certificates on client letterhead that indicate the bidder has successfully completed similar projects in the past five years, including description of work, value of work and period of service.

5 VALIDITY OF PROPOSAL

Tenderers are required to maintain the validity of their proposal for a duration of 90 days from the closing date. The South African Pharmacy Council reserves the right to request an extension of the validity period if deemed necessary.

6 SERVICE PROVIDER ORGANISATION DUTIES AND RESPONSIBILITIES

The service provider will be required to fully comply with all requirements/deliverables as stipulated in sections 3 - 4 of this document.

7 DESIRED CONFIDENTIALITY TERMS AND CONDITIONS

(a) The successful service provider must strictly treat all SAPC's information with a high degree of confidentiality.

(b) The SAPC’s information must not be provided to a third party by any means.

(c) The successful service provider must be compliant with the requirements of the POPI Act.

(d) SAPC undertakes to maintain confidentiality relating to any unpublished information you supply to us as part of this RFP and will only use any information provided for the purposes of evaluating this RFP.

(e) South African Pharmacy Council reserves the right:

i. To negotiate with one or more preferred service provider (s) identified in the evaluation process, regarding any terms and conditions, including price, without offering the same opportunity to any other service provider (s) who has not been awarded the status of the preferred service provider;

ii. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the service provider(s), whether before or after adjudication of the RFP;

iii. To correct any mistake at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process; and

iv. To cancel and/or terminate the RFP process at any stage, including after the closing date and/or after presentations have been made, and/or after proposals have been evaluated and/or after the preferred service provider has been notified of their status as such.

8 CONTENT OF THE PROPOSAL

The proposal must include the following:

(a) Company Profile;

(b) BBBEE rating certificate;

(c) Valid Tax Compliance Status Certificate;

(d) Company Registration Documents;

(e) Audited Financial Statement;

(f) The company must submit at least 4 contactable reference letters/ completion certificates on client letterhead that indicate the bidder has successfully completed similar projects in the past five years, including description of work, value of work and period of service;

(g) Risk Assessment Audit Form (Annexure A);

(h) Declaration of Interest Form (Annexure B);

(i) A valid Letter of Good Standing from the Compensation for Occupational Injuries and Diseases (COIDA) from the Department of Employment and Labour or its Agencies;

(j) If your company manufactures or supplies its own disinfectants and chemical detergents, the formulations must be registered with the National Regulator for Compulsory Specifications (NRCS), an entity of the Department of Trade, Industry and Competition (DTIC);

(k) Provide product datasheets and Safety Data Sheets (SDS) for all chemicals, sanitisers, fragrances, cleaning chemicals and pest-control products to be used on SAPC premises;

(l) Sanitary pads disposal certificate. The service provider handling feminine hygiene/sanitary bins must legally use or register as a licensed waste handler to safely and legally dispose of biohazardous medical waste through authorised municipal sites;

(m) Implementation plan and installation plan before contract commencement;

(n) Costing sheet for Arcadia Office (Annexure C-F)

(o) Costing Sheet for Hatfield Office (Annexure G-J)

Other important conditions:

(p) The prospective service provider is responsible for all costs incurred in the preparation and submission of the proposal.

(q) By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, not to disclose it to third parties and not to use it for purposes other than the proposal.

(r) The SAPC reserves the right not to award this contract.

(s) The SAPC reserves the right to disregard a service provider's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last 5 years.

(t) Should the bidder present information intentionally incorrectly/fraudulently, their proposal will be disqualified.

(u) It is the responsibility of prospective service providers to ensure that their proposal is submitted before the closing date and time of the RFP, and to ensure that the proposal is received by the SAPC.

9 ENQUIRIES AND SUBMISSION

(a) All enquiries must be made in writing and will be responded to during office hours 08:00 to 15:00, Monday to Friday.

Refilwe Mutlane	E-mail	**tenders@sapc.za.org**

(b) Proposals should be submitted by **26 October 2026** at 16:00 in soft copy format to tenders@sapc.za.org or on a USB in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia 0083.

(c) Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

(d) If you do not hear from us within 90 days after the closing date, please accept that your proposal was unsuccessful.

10 EVALUATION OF PROPOSALS

(a) The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA), to this proposal.

(b) The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-

i. Pre-qualifications.

ii. Functionality.

iii. Pricing and BBBEE.

(c) Phase 1- Pre-qualification Evaluation

Proposals will be disqualified or excluded by the Adjudicating Committee under any of the conditions listed below:

i. Submission after the deadline.

ii. Proposals submitted at an incorrect location.

iii. Proposals submitted in the wrong format; other than via email or soft copy on a USB dropped at designated location per Paragraph 9. above.

iv. Service providers whose tax matters/statuses are not in good standing with the South African Revenue Service (SARS).

v. Proposal not fully completed.

vi. BBBEE Original Certificate/Affidavit (not older than 3 Months) not submitted, or an expired certificate is submitted.

vii. No company registration documents and IDs of registered directors are submitted.

viii. Non -compliance with any of the mandatory requirements in 4 above

(d) Phase 2 - Functionality Evaluation

i. A total of 27 points (30% of 90) is allocated for the functionality score.

ii. A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the Committee will be used.

FUNCTIONAL EVALUATION CRITERIA = 27 POINTS (30% OF 90)

Functional Requirements	***Substantiating evidence and Scoring Matrix Criteria (used to evaluate bid)***	**Total points**	**Score**
1. The company must submit at least 4 contactable reference letters/ completion certificates on client letterhead that indicate the bidder has successfully completed similar projects in the past five years, including a description of work, value of work and period of service	*0= No reference letters/completion certificate submitted* *4= 4 reference letters/completion certificates with completed similar projects in the past five years; description of work, value of work and period of service* *3=3 reference letters/completion certificates with completed similar projects in the past five years; description of work, value of work and period of service* *2=2 reference letters/completion certificates with completed similar projects in the past five years; description of work, value of work and period of service* *1=1 reference letters/completion certificates with completed similar projects in the past five years; description of work, value of work and period of service*	*4*	
2. Proof of registration and fumigation from the Department of Agriculture.	*0= No proof of registration and fumigation* *5= Valid proof of registration and fumigation from the Department of Agriculture.*	*5*	
3. A valid Letter of Good Standing from the Compensation for Occupational Injuries and Diseases (COIDA) from the Department of Employment and Labour or its Agencies.	*0= No valid letter of good standing from COIDA submitted or certificate expired.* *3 = Valid letter of good standing from COIDA submitted*	*3*	

4. Sanitary pads disposal certificate. The service provider handling feminine hygiene/sanitary bins must legally use or register as a licensed waste handler to safely and legally dispose of biohazardous medical waste through authorised municipal sites	*0= No certificate submitted* *3 = A valid disposal certificate submitted but supporting evidence of authorised disposal facilities is incomplete or unclear.* *5= A valid disposal certificate submitted and proof of disposal through authorised facilities submitted*	*5*	
5. Provide product datasheets and Safety Data Sheets (SDS) for all chemicals, sanitisers, fragrances, cleaning chemicals and pest-control products to be used on SAPC premises	0= *No datasheet submitted* *1= Incomplete or insufficient datasheets and SDS submitted.* *2= Limited datasheets and SDS submitted, with several omissions.* *3= Product Datasheet and SDS of some chemicals submitted* *5= Datasheet and SDS for all chemicals, sanitisers, fragrances, cleaning chemicals and pest control submitted*	*5*	
6. Implementation plan and installation plan before contract commencement.	*0= No implementation and installation plan submitted.* 1= *Plan submitted but incomplete, unclear, or lacking sufficient detail to demonstrate capability.* *2= Basic plan submitted with limited detail on timelines, responsibilities, and implementation approach.* *3= Detailed plan submitted with clear timelines and activities but with limited information on resources and risk management.* *5= Comprehensive plan submitted, including timelines, milestones, resources, risk management, and implementation approach.*	*5*	

8.5 Phase 3: Pricing and Black Economic Empowerment (BEE)

(a) A maximum of 63 points is allocated for price on the following basis/ formula.

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where -

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of the lowest acceptable bid

(b) A maximum of 10 points is allocated to BBBEE on the following sliding scale.

BBBEE Status	BBBEE Scorecard rating	BBBEE Points
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	5
Level 5 Contributor	Between 55 and 65 points	4
Level 6 Contributor	Between 45 and 55 points	3
Level 7 Contributor	Between 40 and 45 points	2
Level 8 Contributor	Between 30 and 40 points	1
Non-Compliant Contributor	Less than 30	0

8.6 The overall aggregate score for service providers qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

Description	Maximum points
Functionality	27
Pricing	63
BBBEE	10
Total Points	100

Bidder Declaration

I declare that the information furnished in this application is as accurate as any other supporting documents, and that the information is true and correct in every aspect:

_____
Name of applicant

_____ _____
Signature of applicant Date