

TERMS OF REFERENCE

PROVISION OF FUMIGATION SERVICES TO FAIRTRADE AFRICA

1. Introduction

Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, FTA directs policy and strategic development of the organisation. FTA has four (4) regional networks - East and Central Africa, Southern Africa, West Africa and the Middle East supporting producer activities.

FTA has over 60 employees stationed in various countries in the regional networks in Africa, who travel frequently in Africa and the rest of the world. FTA is seeking reputable firm to provide cleaning services to FTA at the offices where the Secretariat is based.

3. Scope of Services

The identified services provider will be expected to provide fumigation services of high industry standards using environmentally friendly products, for premises consisting of open space working area, reception area, two offices, kitchenette, conference and meeting rooms, bathrooms and a balcony.

4. Expected Deliverables

1. The Service provider will be fully responsible for all work and services performed by its staff.
 - i. The provision of all the Service Providers' equipment, qualified, competent and well-trained personnel and supervision thereof, required for the servicing of the fumigation contract.
 - ii. The service provider shall at all times ensure that all staff is neatly clothed in uniforms (with the company logo) with necessary protective equipment which shall include but not limited to headgear, shoes and hand gloves while providing the service at the FTA offices.
2. The service provider shall be expected to carry out regular fumigation and pest control services that will include but not limited to:-
Treatment against:-
 - Cockroaches
 - Ants
 - Fleas
 - Mosquitoes

Baiting's for:-

- Rats & Mice

3. The services to be carried out at least quarterly per year or within the acceptable frequency or as and when required.
4. Providing own equipment and pest control materials and staff to carry out the provision of the above services to the highest standards.

5. Premises

All applying parties may make a visit to assess our premises prior to submitting an offer.

6. Supplies And Equipment

The Service Provider will provide all equipment, as well as environmentally friendly materials required for carrying out the fumigation.

7. Indemnity

The Service Provider shall indemnify FTA against any claim for compensation in terms of Workmen's Compensation legislation for any loss which the Service Provider is liable; and Any claim by any employee of the Service Provider for any loss or damage resulting from any bodily injury and/or damage to property caused by cleaning staff.

8. Qualifications of Service Provider

1. Proven track record in rendering satisfactory services to high-end premises.
2. Financially sound and stable, evidenced by authentic financial statements for the past two years of operation
3. The personnel must have training and experience in similar environments and must not have criminal records or pending court cases against them.

9. Submission of proposal to offer services

This will include:

- i. The organisations detailed profile
- ii. CV's of key personnel in the firm
- iii. A listing of organisations where similar service is being/ has been offered
- iv. Valid Certificate of Registration
- v. Tax compliance certificate
- vi. Compliance with the OSHA Act

Financial proposal

1. Clear breakdown of the financial proposal including all the chargeable taxes.
2. Terms of payment

10. Duration

The duration of the contract is anticipated to run for a period of one year . Service Level Agreement will be signed.