



It would be greatly appreciated if you could please submit a quote/bid as per the attached/below mentioned specification.

1. Specification

Ref. No...RFQ 2021/08/003

Specification for the appointment of a service provider/s to render Landscaping and Gardening Maintenance Services for a period of five (5) months starting from 23 August 2021 to 22 January 2022 at the following sites:

Head Office and Examination Centre – (Ref. No. RFQ 2021/08/003/1)

Algoa Institute (PE) – (Ref. NO..RFQ 2021/08/003/2)

Mandla Makhuphula Institute (EL)- (Ref NO..RFQ 2021/08/003/3)

Trinset (Mthatha) – (Ref. NO..RFQ 2021/08/003/4)

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Facilities, Security and Records	Ms NB Matlakala 040 608 4213	Approved / Not Approved		11 August 2021

2. Requirements / Conditions

- **No Services must be rendered without an Official Order.**
- **Quotations must reflect your Logis and CSD Supplier Number;**
- Quotations are to be valid for 30 days;
- Quotation is only valid when signed/stamped by the service provider;
- Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- Return date of the quotations should be within 48 hours of receipt (2 working days);
- Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and

- **Quotations are to be hand delivered or deposited to the Box next to the main gate, Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**

Name of building	Location	Contact details
Head Office and Examination Centre	Steve Tshwete Building, Zone 6, Zwelitsha	Ms Monki 040 608 4566
Algoa Institute	Algoa Park, Port Elizabeth	Ms T Tena 041 409 3721
Mandla Makhupula Institute	25 Epsom Road, Stirling, East London	Mr T Hela 043 702 7472
Trinset Institute	Amendu Road, Zamukulungisa Industrial Site, Sidwadwa view Mthatha	Mr S Fuzile 047 537 1013

3. Quotations Evaluation Criteria

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied;
- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

NB* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.

4. Scope of Work: Specification for Gardening and Landscaping Services

- 4.1 The work will involve all gardening and garden maintenance services including grass-cutting, hedge trimming, preparation and planting of flower/shrub beds, weeding, watering, feeding of plant beds, removal of old flowers/shrubs, pruning, weeding, application of weed killer, fertilizing, soil and compost replacement, garden waste disposal, cleaning of pathways /terraces and maintenance of the entire yard and grounds of the premises including the areas around the outside of the boundary fencing.
- 4.2 The service provider will be required to be on site 5 days a week from Monday to Friday for the provision of this service for the entire duration of the contract. A weekly log of hours worked will be recorded and submitted to Auxiliary Services Unit who will oversee and monitor the provision of this service.
- 4.3 **Capacity of Service Provider:** Service Provider must be established landscape gardening service providers with appropriately qualified and experienced staff capable of providing the services required. They must submit a service proposal including CVs of proposed personnel and management and confirming that they are in a position to meet all of the Department's requirements as set out in Annexure 1 below, together with details of all equipment being provided for the performance of the services.
- 4.4 **Cost Proposal** must provide an all-in fixed price proposal for the period in the format specified at Annexure 2. The cost of all overheads, including insurance, travel, subsistence/meals for workers, transport for workers to/from the departmental sites, gardening equipment and machinery, including fuel costs, must be included in an all-in fixed tender price.

5. Additional Requirements:

5.1 **Equipment and personnel requirements:** All workers on site will be expected to have full knowledge and training on the use of equipment they are expected to operate. The successful service provider will provide and maintain the following non-exhaustive equipment list and protective clothing at its own cost:

Equipment	Protective Clothing
Self-propelled lawn tractors	Suit Overalls
Brush cutters	T shirts
Chainsaws	Safety shoes
Lawn Mowers	Sun Hats/caps
Hedge cutter/trimmer	Gloves
Blowers	Safety glasses/face shield visor
Pole saw	Helmets for brush/hedge cutters
Spades/forks/wheelbarrows	Earmuffs
Ladders	Knee shield



- 5.2 The above list of equipment and protective clothing is a guide to what will be required in order to effectively execute the task. The prospective service providers must during the site visits familiarise themselves with the sites and make an assessment of requirements over and above what is listed herein.
- 5.3 The contractor will be required to submit Health and Safety monitoring sheet for each visit.
- 5.4 Appropriate protection and signage to be in place whilst works are in progress to ensure the safety of departmental staff and visitors.
- 5.5 Fuel for machinery should be included in the quotation, and the contractor will ensure safe storage and transport of any fuel in accordance with Health and Safety guidelines.
- 5.6 All chemicals used must be non-hazardous to people and used according to manufactures instruction.

6. Elimination Criteria

- 6.1 Salary breakdown as per Department of Labor rates for gardeners must be attached. Failure to complete the pricing schedule and the salary breakdown (as determined by Ministerial determination will be disqualified)
- 6.2 Letter of good standing from the Department of Labour
- 6.3 At least three contactable references for the similar service.
- 6.4 Certificate of SH Level 1 for gardening and landscaping (CIDB)

ANNEXURE 1

Detailed Scope of Work

Area	Task	Performance Standard	Frequency
Litter removal and disposal	Removal of litter from grassed areas, pavements and the outside areas around the boundary fencing. Disposal of litter as per municipal requirements.	Grassed areas, pavements and the outside areas around the boundary fencing free from cans, paper and other litter including cigarette butts and dogs fouling	Daily
	Remove all litter gathering within the scrubs and flowers	Remove all litter gathering within the shrubs and beds and leave these areas clear of litter	Daily
	Remove all litter gathering within shrubs/ trees	Remove all litter gathering within these areas and leave clear of litter	Daily
Maintenance of grassed areas	Remove all leaves from grassed areas	Grassed areas free from leaves immediately following work	Daily
	Cut grass to all areas and trim edges to paths and borders	Grass to be no higher than 6cm at any time	Fortnightly
	All pathways and drives to be swept and left free of grass cutting	All cuttings to be removed from site on day work completed	Immediately
	Top dressing of all lawn areas	Lawns to be top dressed immediately	Within two weeks of appointment
Maintenance of flower beds	Weeding, raking, clearing of debris, removal of dead plants, replanting of flowerbeds as required and pruning. Remove weeds from shrubs and application of weed killer.	Well maintained flower beds free from weeds, dead plants, and debris. No weeds to be left in shrub beds	Daily As needed
Hedges and tree care	Trim and pruning of all hedges and trees in the	To be carried out in accordance with standard	Weekly

	gardens. Remove brambles and other invasive plant growth.	horticultural practice for hedges/ bush type, to remove dead/ diseased/ excess plant matter and branches overhanging in manner which interferes with the use of the footpath paths and car parking.	
	Cut back any damaged, broken branches hanging	All, areas to be left clear of wood, leaves or other material	Weekly
	Remove from site any fallen branches or trees	All areas to be left clear of wood, leaves or other material	As needed
Maintenance of footpaths, driveways, and area Outside the boundary fence	Remove weed from all communal footpaths, steps, car parking areas and around the boundary wall. Clearing debris from drainage channels. Use weed killer or other appropriate methods Planting of snake repellent flower along the boundary fence.	Areas described should be free from weeds at all times. Weed killer should be used in accordance with manufactures instruction Maintaining of these flowers throughout the season	Daily Daily Once off

Annexure 2

Pricing Schedule

No	Area	Cost Per Month	Cost For 5 Months
1	Litter removal and disposal		
2	Maintenance of grassed areas		
3	Maintenance of flower beds		
4	Hedges and tree pruning and care		
5	Maintenance of footpaths, driveways, and area outside the boundary fence		
6	Planting of snake repellent flower along the boundary fencing (Once off)		
7	Salaries for 12 gardeners		
8	Overheads Charges		
9	Total cost excluding VAT		
10	15% VAT		
	Grand Total		

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;



- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
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.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?



2.8.1 If so, furnish particulars:
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.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:
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.....
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SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and



- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9



10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

