



CONSTITUTIONHILL

REQUEST FOR QUOTATIONS

THE CONSTITUTION HILL DEVELOPMENT COMPANY HEREBY INVITES SERVICE PROVIDERS

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE GARDENING SERVICES AT CONSTITUTION HILL FOR A PERIOD OF (12) TWELVE MONTHS.

COMPULSORY SITE BRIEFING: 26 AUGUST 2024

TIME: 10:00AM

**CONTACT PERSON: SUPPLY CHAIN MANAGEMENT CONHILL
011 381 3106/3173**

CLOSING DATE 06 SEPTEMBER 2024

TIME 11:00 AM

SUBMISSION OF DOCUMENTS: ELECTRONICALLY TO scm@conhill.org.za

The RFQ will be evaluated in the following stages.

Stage	Method of Evaluation	Criteria
Stage 1	Administrative Compliance	All submitted SBD forms duly completed and signed.
Stage 2	Financial: Price & Specific goals	80/20 rule will apply

Stage 1: Administrative Compliance

Bidders must submit the following requirements below. Failure to submit will result in disqualification.

Minimum Documents required for this BID	Requirement
SBD 1 Invitation to Bid	Make sure it is completed and Signed
SBD 4 Declaration of interest	Make sure it is completed and Signed
SBD 6.1 Preference points system	Make sure it is completed and Signed
CSD report/Bidder's CSD unique number	Proof of CSD registration
Tax Compliance Status Pin	Tax Status must be active on CSD &/or e-filing (status will be validated again during evaluation stage)

Stage 2 Mandatory requirements

Minimum Documents required for this BID	Requirement
CIDB SH	Proof of registration

Bidders who fail to submit the requirement above will result in disqualification and not evaluated on Stage 3.

Stage 3 – Financial - Price

The 80/20 preference point systems:

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t}{P} \right)^{20}$$

Where

P_s = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The tenderer must have a B-BBEE status contributor level 1	20	
The tenderer must have a B-BBEE status contributor level 2	15	
The tenderer must have a B-BBEE status contributor level 3	10	
The tenderer must have a B-BBEE status contributor level 4	5	

NB: To claim preferential procurement points for B-BBEE status level contributor of Level 1, 2, 3 or 4, the tenderer must submit a valid sworn affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.

Service providers that do not submit supporting documents as stipulated above will not be awarded preferential procurement points.

Scope of Work for Gardening services

1. Maintenance of Lawns

1.1 Mowing and Edging Kikuyu

- a. Kikuyu is to be mowed as defined in Appendix 1 and maintained at a height of 20 - 25 mm (as indicated in the schedule). Inconsistent and uneven mowing must be avoided.
- b. All grass cuttings will be removed from site or to a composting site if applicable.
- c. If any lawn area appears shaved and uneven due to incorrect cutting, then the *Contractor* will be responsible to degrade the area to the correct levels.
- d. All areas where the lawn appears abuts onto kerbs or footpaths are to be trimmed to a line down the back edge of the footpath. No encroachment will be allowed.
- e. No edges are to be cut using a spade. Only edge trimmers or shears may be used.

1.2 Weed Control

- a. All areas of lawns defined in Appendix 1 shall be kept free of weeds at all times. Constant checking and eradication of weeds is to be undertaken.
- b. Hand weeding is to be carried out on a regular basis, and all root growth will be removed.
- c. Broad leafed weeds are to be controlled utilising the correct herbicides. No spraying will be undertaken in narrow lawn areas where desirable plants may be damaged.
- d. Herbicides are to be applied in accordance with the manufacturers' specifications and are to be carried out by a competent person wearing the correct protective clothing.

1.3 Watering

- a. All areas of lawn under irrigation are to receive a minimum of 25mm water per week in summer and 25mm/month in winter.
 - It is the *Contractor's* responsibility to provide the hoses and sprinklers required to carry out the above.
 - Where there is no irrigation it is the contractor's responsibility to hand water.
- b. If restrictions are enforced the contractor is to apply as much water as and when allowed.

1.4 Scarification and aeration

- a. Areas of lawn are to be scarified mechanically and with the frequency indicated in Appendix 1. The grass removed is to be taken off the site or to a composing site if so indicated.
- b. Scarification is to be carried out thoroughly to ensure that 90% of the thatch is removed to the correct levels.

- c. Prior to this being carried out, the employer is to be consulted and advised to avoid any possible conflict and damage.
- d. Where grass growth has been poor though lack of water or where the soil has been compacted, the area is to be aerated at regular intervals. This operation is only to be carried out after the area has been thoroughly watered.

1.5 Fertiliser

- a. Fertiliser will be uniformly applied using a mechanical or calibrated hand spreader and may not be applied by hand. The brand and type of fertiliser shall in each case first be approved by the employer.
- b. For a schedule of applications, refer to Appendix 1.
- c. After fertilisation, all areas are to be thoroughly watered to avoid any possibility of burning and to encourage penetration to the roots.

1.5.1 Kikuyu

- Type 3:2:1(28) SR at a rate of 45g/m² at the beginning of August.
- Type LAN at a rate of 20g/m² at the beginning of September, end of November and at the beginning of April
- Type 3:2:2 at a rate of 45g/m² at the beginning of October.

1.5.2 Topdressing

- Top dressing utilizing fine soil, compost and river sand 30/50/20 mixture is to be applied as and when necessary to make up localized depressions in the lawn areas and to stimulate growth in heavy wear areas.
- Topdressing shall only be applied when instructed to do so by the client. This will be an extra cost.

d. Application method:

- Fertilizers are to be applied using a mechanical spreader or calibrated hand spreader. Fertilizers are not to be applied by hand.
- After fertilization, all areas are to be thoroughly watered to avoid any possibility of burning and to encourage fertilizer penetration to the root zone.

1.6 Miscellaneous Lawn Treatment

- a. Localized areas where grass growth has been poor through lack of water or where the soils have been compacted are to be aerated at regular intervals. This operation is to be carried out after the areas have been thoroughly watered.
- b. Scarification of the grass surface must be carried out once a year to remove the build-up of dry thatch. This should be carried out in July followed by the fertilizing.
- c. Harvestor ant control must be undertaken weekly to ensure full control of all lawn areas.

2. Maintenance of Shrubs and Groundcover Areas

2.1 Cultivation and weeding

- a. All areas are to be kept weed free at all times. Weeding is to be carried out with the frequency as indicated in the schedule. Ensure all self-seeded tree lings are removed on a regular basis.
- b. Care must be taken to avoid damage to plants and plant roots during the cultivation process. Should any plants die due to overzealous cultivation their replacement will be for the account of the *Contractor*. Cultivate to ensure a loose, friable surface with no compaction up to a depth of 50mm.
- c. Any extraneous material that is brought to the surface during the cultivation process exceeding 25mm in any direction is to be removed by the *Contractor*.
- d. Leaf litter must be utilized to mulch planting areas. This must be neatly spread in beds not thicker than 25mm per layer. The beds must all be mulched monthly with leaves and grass clippings to conserve moisture and promote better water retention.
- e. **As part of the cultivation process, any areas where die back has occurred historically or naturally it is to be replanted using the plant type originally planted in the area. If this cannot be done then the *Employer* is to be consulted prior to this being carried out. The *Contractor* is to thoroughly cultivate to a depth of 200mm and fertilise using 2:3:2@60g/m² and Superphosphate at a rate of 120 grams/m² each. After planting, these areas are to receive additional water for a period of two months.**
- f. No herbicides to be used in these areas without prior written consent of the employer.

2.2 Pruning

- a. General pruning is to be carried out throughout the year. Ground covers are to be cut back from bed edges and kerbs and shrubs pruned as and when necessary and as directed by the employer's representative.
- b. Judiciously remove dead and excessive material, in particular the dead flowers and leaves. Pruning shall encourage density and a natural appearance.
- c. Care shall be taken to ensure that ground covers and climbers do not grow into or onto adjacent shrubs and trees.
- d. All rubbish generated during pruning is to be removed from site at the end of each day or to a central composting area after being chipped and mulched.
- e. Major pruning may only be undertaken on approval and at the discretion of the employer
- f. Trees and Shrubs shall be pruned lightly to natural forms, if necessary and as directed by the employer's representative.

2.3 Watering

- a. All areas of shrubs, ground covers and perennials are to receive a minimum of 25mm/week water during summer and 25mm/month water during winter.
 - The contractor is responsible for providing all necessary hoses, sprinklers and fittings to carry out the above.
 - Those areas not covered by the irrigation system are to be hand watered.
- b. If restrictions are enforced, the contractor is to apply as much water as and when allowed.
- c. Areas not covered by irrigation are to be hand watered.
- d. The *Contractor* is responsible for providing all the necessary hoses, sprinklers and fittings to carry out the above.

2.4 Fertilisers

- a. All beds are to be fertilised using 3:1:5 at a rate of 60g/m² during August, October and February.
- b. All areas are to be well watered after fertilisation.
- c. Prime areas to be identified by the employer will be composted once per annum utilising approved and recommended compost. A layer of 10mm of compost is recommended in this regard.

2.5 Composting

- a. Composting of beds and shrubs are to be done twice per annum, during August/September and again during February/March.

- b. Separate costing is allowed for the Schedule of Amounts.

3. Maintenance of Trees

3.1 Formative pruning

- a. Minimal formative pruning is to be carried out under the direction of the employer's representative (Landscape Architect) according to Appendix 1.

3.2 Cultivation and weeding

- a. Water basins are to be created in shrub planting and lawn for all new trees. Dead trees will be replaced. The employer will provide the trees but *Contractor* will be required to provide the correct stakes and ties as well as the labour.
- b. Mature trees from stem size 75mm in diameter and larger do not require water basins. All basins are to be kept weed free.
- c. Under no circumstances are weed eaters to be used around the base of trees without a tree guard. Any tree damaged by a weed eater due to negligence will be replaced by *Contractor* at his cost.
- d. Mature trees from stem size 75mm diameter and larger either in shrubberies or lawn do not require water basins. All basins within lawn areas are to be kept to a uniform shape and size.

3.3 Watering

- a. All trees to be watered by hose, the basins being filled once per week throughout the year.

3.4 Fertilisation

- a. Type 2:3:2(22) Zn is to be applied at a rate of 100 g/m² during August, October and January.
- b. Type LAN is to be applied at a rate of 50 g/m² during August, October and January.
- c. Trees are to be thoroughly soaked after fertilisation.

4. Maintenance of Paving

4.1 Weeding

- a. All paving and tarmac to be kept weed free at all times. This will involve both hand weeding and the careful application of approved and selected herbicides.
- b. It is the *Contractor's* responsibility to ensure that the herbicides are applied without damage to any of the surroundings.

- c. Application of the above is to be carried out fully in accordance with the manufacturer's specification by a competent person, using the correct protective gear.
- d. Any damage caused to the paving or planting as a result of the above work is to be repaired by *Contractor* at its cost.
- e. All paving, open parking bays, drive ways, paths and other surfacing will be swept regularly in order to ensure a leaf and litter free environment at all times.

5. Maintenance of Ponds (including water circulation system)

- a. Water ponds must be kept clean, free of leaves, flowers, debris and litter. Any algae must be removed immediately.
- b. All pumps and filtration must be checked regularly and backwashes where necessary. (Specific routine for fish pond at entrance).

6. Composting Site

- a. A suitable site within the precinct may be utilised for the establishment of a composting area.
- b. All garden refuse, pruning and grass cutting are to be correctly stacked, dampened regularly and turned to provide a compost source.
- c. All compost used for this contract shall be treated to ensure that seeds and other unwanted material is sterilised.

7. Pest Control

- a. *Contractor* is to monitor constantly throughout the garden and to treat accordingly as and when required.
- b. Natural approved organic pesticides are to be used. In the event these fail, only then - with the written approval of the employer - should inorganic chemical pesticides be used.
- c. The applications of pesticides are to be carried out fully in accordance with the manufacturers' specifications and must be carried out by a competent qualified person. The wearing of the appropriate clothing is mandatory and non-negotiable.

8. Leaf, Litter and Garden Refuse Removal

- a. *Contractor* shall be responsible for the removal of the day to day refuse accumulated during the maintenance process. All refuse generated is to be removed from garden areas at the end of each day.

- b. *Contractor* is not to leave stockpiles of leaves, grass clippings and other refuse overnight. All organic refuse is to be taken to an allocated composting site, if available or removed to a dumping ground of the contractor's choice.
- c. All roads, pathways and parking areas are to be kept swept and clean. All litter and rubbish (including papers, cans, cigarette butts, etc.) which accumulate on site from whatever source shall be removed by the *Contractor*.
- d. *Contractor* shall not be permitted to dump his garden refuse into the bins or skips provided for office waste and general public.
- e. *Contractor* shall not be responsible for the removal of rubble from another Contractor or Sub-contractor. This rubbish and litter will be placed on the outside of buildings and will be collected and removed to the waste bins provided for this purpose.

9. Annuals

- a. Certain areas are to have year round colour. The soil will be well prepared approved compost, 2:3:2(22) Zn@60g/m² and Superphosphate (8.3%) 125 g/m².
- b. *Contractor* shall ensure that flowering annuals are replaced before seasonal die back with other flowering annuals suited to the conditions and seasons.
- c. The choice of replacement plans must be approved by the *Employer*.
- d. Any flowering annuals which are suffering due to pest or infection shall be replaced immediately.
- e. An allowance will be made for the replacement of annuals in specified areas.

10. Water and Irrigation

10.1 General responsibility

- i. *Contractor* shall be solely responsible for ensuring that all areas of planting receive the amount of water specified herein and he should cost accordingly, taking into account the extent and type of irrigation presently on site and the expected rainfall.
- ii. *Contractor* is to make allowance for all hose pipes, sprinklers, standpipe and other fittings that may be required to comply with all watering requirements. This must be included in his cost proposal.

11. Labour Force and Supervision

- a. The property is to be maintained on a five (5) day a week basis. The *Contractor* must retain a full time presence on site.
- b. Sufficient qualified supervision is to be put in place programming the work to be done and liaising with the Facilities Manager or his appointee.
- c. The *Contractor* must provide a daily works rooster to ensure that the Facilities Manager is aware of the duties.
- d. All *Contractor's* staff are to adhere to the company's internal rules and regulations, whilst on premises (staff entrance, exit, etc.)

12. Site Inspections

- a. This is to be carried out weekly with by the *Contractor's* and *Employer's* representatives.

13. Site Plan

- a. A site plan is attached with approximate areas for lawns, shrubs, flower beds, roads, parking areas and footpaths. See Appendix 2.

14. Risk and Responsibility

- a. *Contractor* accepts full responsibility for his staff's actions and will ensure that such actions at no time places the staff, visitors, tenants or property of the *Employer* in danger (specific reference to hazardous activities like weed eating, moving and the spraying of insecticides).
- b. Should *Contractor's* workers participate in strikes, marches, riots or any other actions which fall outside their duties, it is *Contractor's* responsibility to control its personnel, restore order or, if necessary, to remove them from the *Employer's* premises.
- c. *Contractor* must discourage its workers from participating in any actions, such as mentioned above, whether these are initiated by staff of the institution concerned, or by any other outside body.
- d. In the case of any strike, stay-away or action where no, or only partial service is rendered, and where *Contractor* is not responsible for remuneration (no work, no pay) of such personnel, *Contractor's* price for the period concerned shall be adjusted accordingly.

- e. In the event of actions such as mentioned above, it is the responsibility of *Contractor* to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered.
- f. *Contractor* accepts responsibility for any losses, which occur during the gardening process when it can be established beyond reasonable doubt that the gardeners were responsible. The *Employer* shall request their staff to ensure that all items of value, cash, documents and personal items are securely locked away during service periods.
- g. Where keys for access to areas of the site are required and keys are given to *Contractor*, the necessary care and responsibility for their safekeeping will be observed. *Contractor* must ensure that keys are not misused or used to allow access by unauthorised persons.
- h. Where *Contractor's* workers make use of the *Employer's* equipment, material or installations, *Contractor* must ensure that its workers are fully trained to do so with safety.

15. Interfaces and Exclusions

- a. The parties of the contract consider that the existing outdoor surface structure will basically remain unchanged (i.e. plants, trees, lawns, shrubs, flowers, parking areas, streets, etc.).
- b. Any material costs are not included in the contract price and have to be borne by the *Employer*. This includes, but is not limited to:
 - Costs for plants, trees, shrubs, flowers, lawn, animals, etc.
 - Consumables like fertiliser, water, energy, etc.
- c. All needed materials, as mentioned above (except energy and water) will be purchased by *Contractor* in agreement with the *Employer*. The handling fee of% shall apply.

16. Machinery and Tools

- a. It is the *contractor's* responsibility to supply, maintain and run all machinery necessary to carry out all the specifications herein.
- b. In addition, the supply and replacement of all tools is the responsibility of the *Contractor*.
- c. All machinery is to be maintained in good working order at all times. Servicing must be carried out on a regular basis in accordance with manufacturers recommendations.
- d. All blades on mowers must be kept sharp at all times in order to achieve the quality of cut required.

- e. Should a tool or machine fail beyond repair, it is the *Contractor's* responsibility to replace the equipment within two (2) weeks.

17. Uniforms and Clothing

- a. The *Contractor* is to supply all his staff with clothing of uniform colour and styles, clearly marked with his name. This applies to both male and female members of staff.
- b. It is the *Contractor's* responsibility to maintain the clothing in a neat, tidy and clean condition at all times. All uniforms are to be replaced as and when necessary. This does not mean only at the beginning of each financial year.
- c. All machine operators must be equipped with safety clothing such as helmets goggles, ear protectors and safety shoes.

18. Insurances and Indemnities

- a. The *Contractor* will ensure that the insurance liability cover is adequate for cover of public liability to the value R2, 000,000.00 and contractor liability of R1, 500,000.00. Proof of insurance must be submitted.

19. Bill of Quantities

- a. This schedule of quantities forms part of the Contract Documents and must be read in conjunction with the contract conditions and specifications herein.
- b. All items on the schedule are to be priced. Where no price is entered it shall be deemed to be included and covered elsewhere in the schedule of quantities.
- c. The *Employer* in no way guarantees that these will be the final quantities and reserves the right to alter or omit any quantity or specification.
- d. Any variation will be calculated on the rates provided.
- e. The *Employer* reserves the right not to accept the lowest or any tender.

19.1 Summary of Costs

DESCRIPTION OF SERVICE	AMOUNT
1. Maintenance of Lawns	
2. Maintenance of Shrubs/Ground Covers	
3. Maintenance of Trees	
4. Maintenance of Paving	
5. Leaf, Litter and Garden Refuse Removal	
6. Allowance for Annuals (additional plants)	
7. Labour and Supervision	
8. Machinery and Tools	
9. Uniforms and Clothing	
MONTHLY TOTAL MAINTENANCE COSTS (VAT Incl)	R
TOTAL (12 MONTHS COSTS VAT Incl)	R

Appendix 1 Special Monthly Applications & Operations

DESCRIPTION	J	F	M	A	M	J	J	A
1. LAWN AND FIELD AREAS								
1.1 Mowing/Edging								
Mowing	5	4	4	5	4	2	2	4
Edging	5	4	4	5	4	2	2	4
1.2 Fertiliser								
3:2:1(28)SR@45g/m ²								1
LAN			1					
2:3:1(22)Zn@45g/m ²								
1.3 Scarification							1	
2. BANKS/VELDGRASS								
2.1 Weed eating	1	1	-	1	-	-	-	1
3. SHRUBS/GROUND COVERS								
3.1 Weeding	1	1	1	1	1	1	1	1
3.2 Pruning	1	1	1	1	1	1	1	1
3.3 Fertiliser 3:1:5@60g/m²		1						1
3.4 Compost		1						
4. TREES								
4.1 Pruning	1		1		1		1	
4.2 Fertiliser								
2:3:2@100g/m ²		1						1
LAN@50g/m ²		1						1
5. ROADS/PAVING/PARKING								
5.1 Weed Killer	1	1	1	-	-	-	-	-
5.2 Sweep	Once per day as required							
6. LITTER COLLECTION	Daily removal as required							