



SPECIFICATION

GARDENING and VEGETATION MANAGEMENT SERVICES

1. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1.1 Objectives

- 1.1.1 To appoint a service provider for the provision of Garden service for the period of twelve (12) months.
- 1.1.2 Compulsory site inspection will be conducted at South African Head Office, Pretoria c/o Jeff Masemola Street and Sophie De Bruyn streets.

1.2 Legislative Requirements

- 1.2.1 The service provider will be responsible for the provision of GARDENING SERVICES in accordance with these specifications, applicable legislation and regulations and industry standards.
- 1.2.2 The gazetted minimum wage is applicable to the industry and must be adhered to by the successful bidders.
- 1.2.3 The bidder procedures for the procurement, storage, handling, transporting, application and general use of chemicals must comply with all applicable legislation and standards , including but not restricted to:
- 1.2.4 The Fertilisers, Farm Feeds. Agricultural Remedies and Stock Remedies Act (Act 36 of 1947) as amended.
- 1.2.5 The Hazardous Substance Act (Act 15 of 1973)
- 1.2.6 The Environmental Conservation Act (Act 73 of 1989)
- 1.2.7 SAPCA (South African Pest Control Association)
- 1.2.8 The bidder must indemnify SAPO against any claims resulting from any Garden maintenance activities.
- 1.2.9 The workmanship under this contract shall be in line with the Occupational Health and Safety Act, Act No. 85 of 1993

1.3 **Performance**

1.3.1 The bidder must be able to provide the Gardening Services in timelines indicated and in accordance with SAPO's conditions and /or agreed changes

1.3.2 The successful service provider must utilise its own equipment, at its own cost, for the proper provision of the specified service at SAPO site.

1.3.3 The successful service provider must deliver the specialized services within three (5) days after notification or as specified in a purchase order.
In some cases immediate service required within same day of receipt go-ahead on official purchase order.

1.3.4 The successful service provider must adhere to the following minimum control requirements:

- Job cards for maintenance of gardening and vegetation control.
- It is the successful service provider's responsibility to ensure that no damage to SAPO property is caused by its employees where services are rendered. Costs of such damages will be for the account of the bidder.
- It is the bidder's responsibility to ensure that no damage to SAPO property is caused by its employees where services are rendered. Costs of such damages will be for the account of the bidder.

1.4 **PPE (Personal Protective Equipment)**

1.4.1 All PPE needed must be supplied by the bidder

1.4.2 All PPE are to conform to the requirement as prescribed by Department of Health (DOH)

1.5 **Security and Employment Vetting**

1.5.1 The bidder's personnel, who render services at SAPO sensitive security areas, must, at the cost of the bidder, be cleared up to the level of "CONFIDENTIAL" by SAPO.

1.5.2 The bidder is required as a minimum to conduct employment, vetting and security checks of all employees deployed to SAPO's service areas. Failure comply will result in breach of contract conditions.

- 1.5.3 Bidder personnel must be clearly identifiable via uniforms and security identification cards.
- 1.5.4 The successful bidder will be subjected to a security screening process in line with SAPO prescribed processes.
- 1.6 **Chemicals/Consumables and Equipment to be Used on Site**
- 1.6.1 The bidder shall be responsible for provision of all chemicals and consumables required to render an efficient service to SAPO. SAPO reserves the right to approve or not approve of these consumables and chemicals.
- 1.6.2 The bidder must submit the specifications and Material Safety Data sheets of all consumables and chemicals upon appointment and thereafter annually. The manufacturer's instructions regarding the use of all garden maintenance materials and chemicals must be strictly followed.
- 1.6.3 Upon appointment, the bidder must supply a list of SABS approved products, which they intend using, supported by specimen labels, indicating:
- 1.6.4 Trade Name.
- 1.6.5 Generic Name.
- 1.6.6 Registration Number.
- 1.6.7 Ingredients (type and content) as shown on the label.
- 1.6.8 Application rates.
- 1.6.9 The bidder shall not use or store any poisonous or highly flammable materials on SAPO premises without the approval of SAPO, for the rendering of this service or for whichever purpose.
- 1.6.10 Under no circumstances is any herbicide with the active ingredient PARAQUANT to be used.
- 1.6.11 Approval for the use of other herbicides must first be obtained in writing from SAPO.
- 1.6.12 The bidder must supply all service equipment required, at its own cost, for the proper provision of the service at the sites.

1.6.13 The bidder must comply with all applicable provision of legislation, regulations, and minimum industry standards for the procurement, storage, handling, transporting, application and general use of chemicals and equipment or tools.

1.7 **Public Liability Cover, Insurance and Compensation Commission**

1.7.1 The bidder must provide proof of Public Liability Insurance in the amount of R5m.

1.7.2 The service provider must submit a Letter of Good Standing with the Compensation Commissioner

SPECIFICATIONS

1. GENERIC SPECIFICATIONS (GENERAL SCOPE OF WORK) FOR GARDEN SERVICES

1.1 The Scope of Work for Provision of Garden Services, is as Follows:

1.1.1 The scope of work for maintenance of gardens, is as follows:

1.1.1.1 Activities listed below shall be executed as per agreed schedule.

1.1.1.2 Lawn shall be cut fortnightly during June, July and August, and weekly for the remaining months of the year. Weekly schedules will however apply to areas that have rain in the winter months.

1.1.1.3 Mowing shall include both cutting of the lawn and trimming of hedges, shrubs, flowerbeds manicure, including clean-up outside premises.

1.1.1.4 All grass cutting must be removed from site.

1.1.1.5 All flower beds are to be kept neat, trimmed and weeded as per schedule.

1.1.1.6 All loose papers, leaves, garden refuse and rubble must be removed and dumped at an authorised dumping site.

1.1.1.7 The bidder must have sufficient personnel on site as per schedule for general cleaning purposes, e.g. picking up leaves, etc.

1.1.1.8 The bidder will be expected to report all faults on the garden irrigation system promptly to the duly appointed SAPO representative so that maintenance can be effected.

1.1.1.9 The bidder will be responsible for checking for the presence of pests in gardens and shall report any such presence to the duly appointed SAPO representative.

1.1.1.10 The bidder is responsible for the spraying of all external pests in the gardens at the direction of the duly appointed SAPO representative.

1.1.1.11 Tree stakes must be checked monthly, firmed into the soil, and retied, where necessary.

- 1.1.12 Replacement of any plants that meet conditions for replacement shall be done on a quotation basis, and only with SAPO approval. The bidder must request authorization to make replacements within one week of the need for replacement becoming evident.
- 1.1.13 The bidder will be expected to provide supporting documentation as proof of work done and submitted to SAPO with the invoice.

1.2. Garden Service Specification: Normal Maintenance

1.2.1 Maintenance of existing lawns

- 1.2.1.1 Mowing of lawns evenly.
- 1.2.1.2 Mowed to an acceptable height.
- 1.2.1.3 Cutting / mowing equipment to be fitted with grass catch.
- 1.2.1.4 All grass cuttings to be picked-up and removed from site (on the same day as the service).

1.2.2 Trimming of edges around beds, trees, paths and structures.

- 1.2.2.1 Edges to be neatly cut horizontally and vertically.
- 1.2.2.2 No jagged and uneven trimming will be accepted.
- 1.2.2.3 Trimming must follow natural border or edge of pathway / bed.
- 1.2.2.4 The use of a weed-eater will not be allowed around the base of trees and shrubs and not at any time be used to mow the lawn.

1.2.3 Fertilizing lawn

- 1.2.3.1 Fertilizing twice per summer and spring season.
- 1.2.3.2 Fertilizing may preferably be by means of an approved mechanical spreader.
- 1.2.3.3 Fertilizing will be applied evenly and uniformly on lawn.
- 1.2.3.4 Approval for the type of fertilizer to be applied will be obtained upfront from SAPO.

1.2.4 Weed control on site

- 1.2.4.1 All pathways
- 1.2.4.2 Hard surfaces
- 1.2.4.3 Paving and road edges to be sprayed
- 1.2.4.4 Weed killer chemicals to be utilised

1.2.5 Termites

- 1.2.5.1 Control of terminate and locust infestations
- 1.2.5.2 Spray of herbicides and pesticides
- 1.2.5.3 Maintenance of garden beds, trees and shrubs

1.2.6 Maintenance of garden beds, trees and shrubs.

- 1.2.6.1 Remove and dispose of all refuse, rubble, vegetation and dead growth.
- 1.2.6.2 All material originating from pruning and cutting of trees and shrubs will be removed from the site (on the same day as the service).
- 1.2.6.3 Remove all illegal plants.
- 1.2.6.4 Remove and control all weeds.
- 1.2.6.5 Soil to be tilled to a depth of 50mm.
- 1.2.6.6 Trenching of edges to a depth of 100mm.
- 1.2.6.7 Surface to be raked to an even and uniform tilt.

1.2.7 Pruning of trees, shrubs and roses.

- 1.2.7.1 Pruning of trees, shrubs and roses shall be undertaken as required.
- 1.2.7.2 Cuts to be sealed and sterilized with an approved sealant.
- 1.2.7.3 Where large trees exist close to buildings, branches must be cut back twice per annum. No branches to hang over roofs.
- 1.2.7.4 Remove tree leaves from gutters of all buildings once a month.

1.2.8 Compost to garden beds >10m².

- 1.2.8.1 Compost will be applied at the beginning of the growing season.
- 1.2.8.2 Compost will be applied evenly and uniformly.
- 1.2.8.3 Compost must be weed-free and approved by SAPO.

1.2.9 Fertilizing to garden beds >10m².

- 1.2.9.1 Fertilizing twice per growing season.
- 1.2.9.2 Approval for the type of fertilizer to be applied will be upfront obtained from SAPO.

1.2.10 Removal of trees or shrubs.

- 1.2.10.1 Taking out and removing trees or shrubs, grubbing up roots and filling in holes will be handled on a quotation basis.

1.2.11 Weed control on site

- 1.2.11.1 All pathways
- 1.2.11.2 Hard surfaces
- 1.2.11.3 Paving and road edges to be sprayed
- 1.2.11.4 Weed killer chemicals to be utilised
- 1.2.11.5 Removal of rubbish, garden refuse and litter.
- 1.2.11.6 All domestic litter (tins, paper, boxes, packages, etc.) normally deposited in garden by personnel and / or public shall be removed.
- 1.2.11.7 Remove all refuse generated during routine maintenance of garden.

1.2.11.8 All litter / refuse to be disposed of at a legal registered dump / landfill site.

1.2.12 Paved / tarred, hard standing areas, sidewalks and roads including parking areas.

1.2.12.1 All above areas to be kept weed free.

1.2.12.2 No scuffling of weed will be allowed.

1.2.12.3 Weed will be chemically controlled.

1.2.12.4 Sweeping of pathways, roadways, curbs, gutters and other areas.

1.2.13 Watering of plants

1.2.13.1 Manual watering of plants, shrubs, trees, flowerbeds, ground covers and lawns in the event of irrigation system don't exist or system failure.

1.2.13.2 Watering all container-grown plants outside the building weekly or as needed.

1.2.13.3 Watering all container-grown plants inside the building as required.

1.2.14 Ponds

1.2.14.1 Cleaning all ponds as required.

1.2.14.2 Top-up water in ponds as required.

1.3 Planting of new trees, shrubs, ground cover or climbers to replace dead or new plants.

1.3.1 Pre-approval from SAPO needed to be obtained for new plants and trees needing to be planted.

1.4 Gardening Service Specification : Cleaning and Clearing of open / vacant land

1.4.1 All grass, undergrowth, reeds and weeds must be cut at a height not higher than 100mm above ground level.

1.4.2 Undergrowth of trees must be cut open as instructed by SAPO.

1.4.3 Grass, weeds and undergrowth must be removed.

1.4.4 Large trees must not be felled if not instructed by SAPO.

1.4.5 Felled trees as well as tree trunks must be removed if instructed by SAPO.

1.4.6 No building, structure, perway or rails may be demolished unless specifically requested by SAPO.

- 1.4.7 All refuse; rubble and tree branches on the premises must be removed, refuse includes tins, bottles, paper, plastic or any other material that may be offensive or constitute a nuisance.

FREQUENCY OF SERVICE.

Note: It is to be noted that gardening services are also driven by seasonal growth (rainy season) of certain vegetation.

Below are guided frequency of services required to be rendered, bidders to please take into account for the times of the year when least growth is taking place and when rapid growth take place.

Part A: Maintenance of existing lawns

Service	Service Frequency
Mowing of lawns evenly.	Bi-weekly (one per month in off season)
Trimming of edges around beds, trees, paths and structures.	Bi-weekly (one per month in off season)
Fertilizing lawn >2m ²	Monthly
Replacement / Plant of lawn.	Ad Hoc
Weed control on site	Ongoing
Termites	Ongoing

Maintenance of existing garden beds, trees and shrubs

Service	Service Frequency
Maintenance of garden beds, trees and shrubs.	Weekly
Pruning/ trimming of trees, shrubs and roses.	Weekly
Compost to garden beds >10m ² .	6 Monthly
Fertilizing to garden beds >10m ² .	Monthly
Removal of trees or shrubs.	Monthly
Weed control on site	When required
Termites	Ongoing

General

Service	Service Frequency
Removal of rubbish, garden refuse and litter.	Weekly
Sweep Paved / tarred, hard standing areas, sidewalks and roads including parking areas.	Weekly

Sweep, clean outside the entrance gate and cut grass outside the fence around the building.	Weekly
Watering of plants.	Weekly
Weed control on site	Ad Hoc

1.1. Part B: Abnormal Maintenance

Maintenance to existing gardens.

Service	Service Frequency
Topdressing to lawns	Once per annum
Replacement / Plant of lawn.	As per ad-hoc quotation
Planting of new trees, shrubs, ground cover or climbers to replace dead or new Plants.	As per ad-hoc quotation

1.2. Part C: Cleaning and Clearing of open / vacant land

General

Service	Service Frequency
Removal of trees.	As per ad-hoc quotation
Grass, weeds, shrubs and undergrowth must be removed.	Weekly
All refuse; rubble and tree branches on the premises must be removed. Refuse includes tins, bottles, paper, plastic or any other material that may be offensive or constitute a nuisance. A load of 6m ³ is included in the tender price.	Weekly

1.3. Part D: Fire break and removal of excess rubble.

Service	Service Frequency
Creating of Firebreak. Three methods recommended with work to be done under strict supervision. 1, Removal of all vegetation to expose earth/ soil underneath. 2, Wet Line Firebreak. 3, Dry Line Firebreak. 4, Herbicides:	As per ad-hoc quotation
Removal of excess rubble from site (i.e. Site was used as dumping area by others). Over and above the allowed 6m ³ as per Part C: item 3	As per ad-hoc quotation

General Property Information:

Province	Gauteng
SAPO Region name	Head Office
Town / City	Pretoria
Location / suburb	CBD
Name and physical address of building	497 Jeff Masemola Street, Pretoria 0002
Brief property description	Office building. 90% of the yard is paving, with the remainder being flora. Service scope including external pavement
Total property size -	Paving / hard surfaces - Parking area: 5 164.00 m ² Garden /including outside the fence parameter- 2500.00 m ²

2. PRICING SCHEDULE: A. Twelve (12) months
 Pest control Service as specified in these specifications

Item	Description of service	Monthly price	Total Pricing for Twelve (12) months
01	Weekly garden service	R	R
Sub-Total (Excl. VAT)			R

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PRICING SCHEDULE: B. Once Off services

Item	Description of service	Once off Price
02	Once-off cleaning the yard and cutting grass along the fence parameter. All refuse, rubble, leaves and tree branches on the premises must be removed. Remove refuse and rubble on the outside corridor along the building fence.	R
03	Once-off cleaning- remove refuse and rubble on the outside corridor along the building fence.	R
Sub-Total (Excl. VAT)		R

PRICING SCHEDULE: A + B = TOTALS	
TOTAL PRICE FROM (A) Twelve (12) months services	R
TOTAL PRICE FROM (B) Once off services	R
15% VAT	R
TOTAL PRICE INCL. VAT	R
Total Amount in Words:	

It is the supplier's sole responsibility to ensure that the total bid price is accurate and SAPO will not under any circumstances be held responsible for any incorrect calculations. SAPO will not be held responsible for any loss incurred by the supplier arising from incorrect calculations and price adjustments will not be allowed after the closing date.