

# TENDER



<b>SUBJECT</b>	<b>APPOINTMENT OF GROUNDS AND GARDEN MAINTENANCE SERVICE CONTRACT AT THE STATE SECURITY AGENCY, MUSANDA FOR THE PERIOD OF FIVE (5) YEARS</b>
<b>BID NUMBER</b>	<b>SSA/28/2023-24</b>
<b>DATE</b>	<b>April 2024</b>

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**SECTION A: GLOSSARY OF TERMS**

In this Bid and in any other Project Documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

<b>Bid</b>	a proposal submitted by a Bidder in response to this RFP;
<b>Bidder</b>	a Pre-qualified Bidder who having received this RFP responds thereto by submitting a proposal to undertake the Project, or forms an intention to submit a proposal in response to this RFP;
<b>Briefing Note</b>	written notices issued by the GIFA to disseminate further instructions, programme changes, information updates and clarifications in relation to the Project, each entitled "Briefing Note to the RFP", and to be consecutively numbered and referenced to the Project;
<b>Compliant Bid</b>	A Bid being in compliance with the Essential Minimum Requirements
<b>Essential Minimum Requirements</b>	the minimum requirements to be met in respect of each Compliant Bid, as set out in paragraph 4.1
<b>Evaluation Committee</b>	a committee or committees constituted by the GPG for the purpose of evaluating the Bids.
<b>Facilities</b>	the buildings and other facilities together with all supporting infrastructure, plant and equipment as required to enable the Private Party to exercise its rights and perform its obligations included in the Project Deliverables;
<b>Infrastructure</b>	The infrastructure includes various types of fencing and perimeter walls, bitumen and brick paved roads and parking areas, various soak away drains, bore-holes, open ditch channels, sewerage sumps, reservoirs, a complex electrical infrastructure and water reticulation and sewerage pipe system.
<b>Main Site</b>	means State Security Agency Head Quarters, 1 Joe Nhlanhla Drive, Delmas Rd, RietMei, Pretoria
<b>National Treasury</b>	the national treasury of South Africa as established under the provisions of section 5 of the PFMA as contemplated in section 7(2) and Schedule 1 of the Public Service Act, 1994
<b>PFMA</b>	the Public Finance Management Act No 1 of 1999;
<b>PPPFA</b>	Preferential Procurement Policy Framework Act
<b>Preferred Bidder</b>	the Pre-qualified Bidder who, following evaluation of its proposal in response to the bid is selected by the SSA as the Client
<b>Project</b>	the Garden Maintenance and Garden Services programme
<b>Project deliverables</b>	The carrying out of the Works
<b>Project Manager</b>	Project Manager selected by the SSA for the specific project and introduced to manage the project
<b>Remote or Satellite Site</b>	Facilities of the State Security Agency main work area that may fall within the determined radius and scope or outside of such as additional works.
<b>Respondent</b>	each entity that wishes to be pre-qualified to bid to provide the Services (whether it is a single organization or a consortium);
<b>Response</b>	a response submitted by a respondent in response to this bid
<b>Service Level Agreement (SLA)</b>	Contract between the TMC and Government that defines the level of service expected from the TMC.
<b>Site</b>	Originally defined, which may comprise one or more even and/or properties.
<b>Site development plan</b>	Means a scaled and dimensioned plan that shows details of the proposed land development, including the site layout, positioning of buildings and structures, property access, building designs and landscaping.
<b>SMME</b>	Any Enterprise, which satisfies any of the criteria listed in National Small Business Act, 1996 (Act No 102 of 1996) for small, micro and very small or medium enterprises, based on the economic sector in which the activities undertaken by such an enterprise in relation to the Project falls.
<b>South Africa</b>	Republic of South Africa, constituted in terms of the Constitution;
<b>Structure</b>	Means an architectural structure composed of structural elements including columns, beams and trusses.
<b>Treasury Regulations</b>	National Treasury Regulations as promulgated in terms of the PFMA;

**SECTION B: ACRONYMS**

In this Bid and in any other project documents (as defined below) which so provides, the following are details of acronyms uses in the document

<b>AP</b>	Acceptable Performance
<b>BMS</b>	Building Management System
<b>CR's</b>	Construction Regulations
<b>CRM</b>	Customer Relationship Management
<b>D&amp;C</b>	Design and Construct
<b>DDMS</b>	Document Delivery Management System
<b>DMS</b>	Document Management System
<b>EMS</b>	Environmental Management System
<b>FM</b>	Facilities Management
<b>GSR's</b>	General Safety Regulations
<b>HR</b>	Human Resource
<b>HS</b>	Health and Safety
<b>HV</b>	High Voltage
<b>HVAC</b>	Heating, Ventilating and Air-conditioning
<b>ICT</b>	Information Communication Technology
<b>ISO</b>	International Standards Organisation
<b>IT</b>	Information Technology
<b>LC</b>	Life Cycle
<b>LV</b>	Low Voltage
<b>M<sup>2</sup></b>	Meter Squared
<b>MISS</b>	Minimum Information Security Standards
<b>O&amp;M</b>	Operations and Maintenance
<b>OEM</b>	Original Equipment Manufacturer
<b>OHS</b>	Occupational Health and Safety
<b>PFMA</b>	Public Finance Management Act No 1 of 1999;
<b>PP</b>	Private Party
<b>PPM</b>	Planned Preventative Maintenance
<b>PPPFA</b>	Preferential Procurement Policy Framework Act
<b>SABS</b>	South African Bureau of Standards
<b>SANS</b>	South African National Standards
<b>SE</b>	Structured Entity
<b>SHEQ</b>	Safety, Health, Environmental and Quality
<b>SLA</b>	Service Level Agreement
<b>SLM</b>	Service Level Matrix
<b>SLR</b>	Service Level Requirement
<b>SLS</b>	Service Level Specification
<b>SP</b>	Service Provider
<b>SPV</b>	Special Purpose Vehicle
<b>TOR</b>	Terms of Reference
<b>UPS</b>	Uninterruptable Power Supply
<b>VAT</b>	Value Added Tax.
<b>WLC</b>	Whole Life Cycle
<b>WLCO</b>	Whole Life Cycle Cost of Ownership

## SECTION C: TERMS OF REFERENCE

### 1. INVITATION

Professional companies or consortia with relevant skills, experience and empowerment profiles are invited to submit their bids to provide a complete Garden and Landscape Service, for the State Security Agency, primarily located in Gauteng

The project shall be treated with strict confidentiality to prevent speculation and escalation of prices.

The project shall be referred to as “**Appointment of Grounds and Garden Maintenance Service Contract at the State Security Agency for the period of five (5) years**”

### 2. PURPOSE

To invite eligible bidders for the appointment of a Grounds Maintenance service provider to provide a Complete Garden and Landscape Service as outlined in the Terms of Reference, for a period of five (5) years.

### 3. INTRODUCTION AND BACKGROUND

#### 3.1 Overview

3.1.1 The State Security Agency (Musanda) requires a complete garden maintenance service primarily for its facilities for the following areas:

- (a) Musanda Complex which is the main site.
- (b) Satellite sites (referred to as 'remote sites') which are within a radius of 100 km from the main site.

3.1.2 Grounds maintenance contractors are required to provide both scheduled maintenance and ensure emergency services twenty-four (24) hours per day, seven (7) days per week and three hundred sixty-five (365) days per year.

3.1.3 All planned and scheduled works will take place during normal working hours.

3.1.4 Overtime hours are referred to as after hours (after normal working hours), public holidays and weekends during which call outs and emergency call outs may occur.

3.1.5 The Service Provider shall maintain a continuous telephone service where they can be reached at any time including Saturday, Sundays and Public Holidays.

#### 3.2 Site Information

3.2.1 The primary works will be at the Musanda Complex site, with satellite sites within the 100 km radius.

3.2.2 For pricing the fixed work radius is 100 km from the main HQ site.

3.2.3 The Musanda site consists of high, medium and low maintenance management areas with similar requirements with respect to selected external satellite premises; consisting of High Maintenance (43 Hectare), Medium Maintenance (37 Hectare) and Low Maintenance (26 Hectare)

- 3.2.4 The main site comprises of various commercial office buildings, housing, storage and workshop areas, sport and recreational facilities, antenna fields, shooting range, conservation areas as well as an enclosed reservoir facility, water treatment plant and dedicated composting processing areas and wildlife.
- 3.2.5 The infrastructure includes various types of fencing and perimeter walls, bitumen and brick paved roads and parking areas, swimming pools, various soak away drains, bore-holes, open ditch channels, sewerage pumps and a complex electrical infrastructure.

#### **4. TERMS AND CONDITIONS**

##### **4.1 Professional Requirements**

4.1.1 To ensure standards of delivery all tenders must comply with the following criteria:-

- (a) Minimum CIDB Grading 5SH, PE/ or combination
- (b) Proof of prior experience and certified vehicle, plant and tools asset register
- (c) Proof of qualification within field of Horticulture and/or Conservation Management.
- (d) Proof of applicable membership of related technical governing bodies
- (e) Proof of membership of applicable Institutes, compulsory or voluntary membership

##### **4.2 Compliance**

4.2.1 The bidders should comply with the following minimum statutory requirements:

- (a) Occupational, Health and Safety Act and Regulations
- (b) The Occupational Health and Safety Act, 1993.
- (c) National Environmental Management Act, 1998
- (d) Management System standards, ISO 9001, ISO 14001 standards, and proof of such certification should be provided.
- (e) Occupational Health and Safety Management standard (ISO 18001 / OHSAS 18001), etc.

#### **5. SERVICE PROVISION APPROACH**

5.1 The service provision approach is as follows:

5.1.1 Regular Operating Hours with is Monday to Friday from 7:30 to 17:00:00, with the exception of:

5.1.1.1 Essential functions and emergencies must be provided on a 24 hour / 7 days per week basis including state holidays, or as maybe required

5.1.1.2 Instances of Service provision where the contractors may deem it practical to provide the Services outside of the Working Hours.

5.1.1.3 The response time to an emergency call out shall be a maximum of 4 hours.

5.1.2 If the Service Provider does not meet this requirement, the SSA will, at its discretion, be allowed to engage the services of others to make the necessary repairs. The cost of such work shall be deducted from the fees payable to the Service Provider.

5.1.3 Service level requirements as per responsiveness to works requests will be measured as per table below:



Performance Measurement Criteria			Platinum	Gold	Silver	Bronze	Minimum
SERVICE LEVEL REQUIREMENTS(SLR)	Emergencieshours response time at local site	Working Hours	<30min	<1hrs	<2hrs	<3hrs	<4hrs
	Emergencieshours response time at remote sites	Working Hours	4hrs	6hrs	8hrs	12hrs	24hrs
	Job cards	Working Hours	3hrs	4hrs	5hrs	12hrs	24hrs
	Works completed must be invoiced within 30 day	Days	30 Days				
	Quotationswithin 48 hrsfor minor works		5hrs	8hrs	16hrs	32hrs	48hrs
	Quotationswithin 7 daysfor major works All		4hrs	48hrs	4days	5 days	7 days
Acceptable Performance (AP)*			95%	85%	65%	50%	Acceptable

## 6. DESCRIPTION OF WORKS

The service providers are expected to perform preventative ground and garden maintenance services, including specialized landscaping, horticultural services, environmental services as and when required; unless otherwise directed by designated project manager of the SSA.

### 6.1 Requirements for Description of Works

The service providers shall:

- 6.1.1 Notify the SSA of any discrepancies before the commencement of maintenance works. Be required to supply all labour, material, equipment, loose tools and transport for the duration of the contract period and for the completion of projects unless alternatively requested in the additional services section;
- 6.1.2 Supply an inventory list of all equipment, plant and machinery kept on site;
- 6.1.3 Provide storage of any material from inception until the completion of the contract;
- 6.1.4 Be required to cart away waste and surplus material unless otherwise specified by the SSA, which must also be disposed of in compliance with Municipal by Laws and Environmental Regulations;
- 6.1.5 Provide specified and approved materials by the SSA for proposed “Works”;
- 6.1.6 Calibrate to meet the manufacturer’s recommended performance standards required to complete and endorse required forms, e.g. Payment Certificates will be assessed on actual works completed via the SSA’s Assessment form;
- 6.1.7 Ensure the latest revisions of all applicable standards and regulations;
- 6.1.8 Have clear and de-establish total site on completion of proposed works;
- 6.1.9 Constantly liaise with SSA to ensure that all problematic areas and potential problematic areas are reported timeously to ensure proactive response, in particular structural and infrastructure problems, hazards and safety issues, reliability of equipment, availability of spares. Compile an OHS file and keep it up to date, with routine audit discussions with the OHS Coordinator (or the OHS representative) of the Organisation;

- 6.1.10 Ensure that all replacement parts provided are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards;
- 6.1.11 Not provide any equivalent part(s) where its use will void any warranty of the equipment being serviced;
- 6.1.12 Ensure that any equivalent parts provided shall be approved by designated project manager;
- 6.1.13 That all replacement parts shall have a minimum of a one (1) year warranty;
- 6.1.14 Leave all serviced equipment and the service area safe, clean and ready for use;
- 6.1.15 Provide warranties on all repairs for 60 days.
  
- 6.2 Other Conditions
  - 6.2.1 The service providers are expected to take consideration and cognisance of the following constraints:
    - 6.2.1.1 Except for site management and specialised labour such as operators for plant and equipment, service providers are encouraged to use 'local' labour for all manual tasks, where feasible;
    - 6.2.1.2 The onus is on the contractor's to manage all contracts and sub-contractor's contract documentation, labour force and all works activities, vehicles and transport associated with operations on SSA sites;
    - 6.2.1.3 Ensure that reasonable environmental concerns of the SSA, residents and others are respected;
    - 6.2.1.4 The plant rooms are to be kept in a neat, tidy and safe condition at all times and each plant room register completed on entry and exit during the respective visits;
    - 6.2.1.5 Liaise directly with the SSA should it be envisaged that office staff or tenants may be inconvenienced for whatever reason, during maintenance activities;
    - 6.2.1.6 Provide the SSA periodically (as per request from the SSA) with a written record, in schedule form, reflecting the number and description of tradesman and labour employed by him any other sub-contractors which may have been utilised;
    - 6.2.1.7 Immediately notify the SSA in writing of possible scope changes and or variations on site;
    - 6.2.1.8 The SSA's representative will perform random quality control checks, inspection of the works, also ensuring compliance with Health and Safety standards;
    - 6.2.1.9 All obstacles on site and problems encountered that could impact on time, quality, efficient and effective service delivery or costs must be reported to the SSA in writing;

- 6.2.1.10 Required to work in conjunction with other contractors and service providers on site, viz., Building maintenance, Air-conditioning maintenance, Electrical (HT, MV, UPS and Generator) maintenance, Civil works, Special Events, etc.;
- 6.2.1.11 Provide Compliance Certificates on the completion of the works where required or applicable;
- 6.2.1.12 Ensure that all sub-contractors obtain access to the relevant SSA properties and premises, subject to full compliance with the applicable policies, directives (security clearance and vetting);
- 6.2.1.13 Will be liable for any breakages or damage caused in the execution of works by them;
- 6.2.1.14 All excess material provided for the works will remain the property of the SSA unless specified otherwise;
- 6.2.1.15 The bidder must note that the location of the main site is not adjacent to a route supported by public transport. Transport of employees and subcontractors to site must be arranged by the Service Provider; is a requirement.

## **7. SCOPE OF WORKS**

The Service Provider shall have the capability to carry out all maintenance and related service requirements namely; Scheduled Routine Maintenance (planned and adhoc services, planned and reactive maintenance for all external structures and surfaces, an emergency call out service to address such occurrences as fallen trees, snake catching and bee keeping) etc.

Grading and erosion rehabilitation especially for the creation of firebreaks, creation of concrete fire break and service roads, swimming pool maintenance, Environmental work (Alien Vegetation Eradication) Additional Works and Environmental and Landscape development (flora display service) to ensure optimal Occupational Health and Safety compliance and environmental enhancement. Installation and maintenance of an of an irrigation system.

### **7.1 Service Description**

For the purpose of this contract and costing thereof, five (5) services types are required;

They are namely:-

#### **7.1.1 Environmental Management**

- Alien Vegetation eradication and species management
- Fire breaks creation, ground rehabilitation and management
- Snake catching, wildlife veterinary services and bee keeping

#### **7.1.2 Vegetation Management**

7.1.2.1 The grounds and gardens Maintenance Services shall provide a full planned preventative maintenance horticulture service across the sites. The fixed contract requirements as per the outlined maintenance frequencies and standards.

- i. Seasonal grounds upkeep (high, medium, low levels of maintenance) - grass cutting, weeding, herbicide spraying, pruning and sweeping
  - Shrub pruning

- hedge cutting
- tree maintenance
- lawn care including mowing and edging
- flower bed maintenance
- weeding and proactive weed control
- planting, including shrubs, trees, flower beds
- Lawns, open area (including rough grass)
- Tree felling
- Irrigation repairs
- Landscape design and planting
- Garden furniture and features
- Supply of trees, shrubs, flowers and grass for environmental and beautification projects
- Installation irrigation systems
- Soil Maintenance, including erosion rehabilitation
- Alien Vegetation eradication and Management

7.1.1.2 The grounds and gardens Maintenance Services shall provide a comprehensive grounds maintenance services across all State Security Agency sites

ii. Cleaning and maintenance services

- Boundary walls and fences
- Roads, Car parks pathways
- Courtyards and paved areas
- Roofs and gutters
- External furniture including garden furniture,
- Paved area and hard standings
- External works - staircases/fire escapes
- Upkeep, repairs and maintenance of swimming pools, water features and irrigation systems Application of chemicals (fertiliser, pool chemicals and all related pool equipment
- Storm water drainage

**7.1.3 Developmental**

7.1.3.1 Landscape development and beautification projects as per service request costed as per unit rates

7.1.3.2 For the purpose of this contract reference is made to level of maintenance intervention and the frequency which is dictated by seasonal variance which determines works scheduling.

7.1.3.3 Creation of indigenous gardens

7.1.3.4 Creation of paths and walkways as required

**7.1.4 Levels of Maintenance**

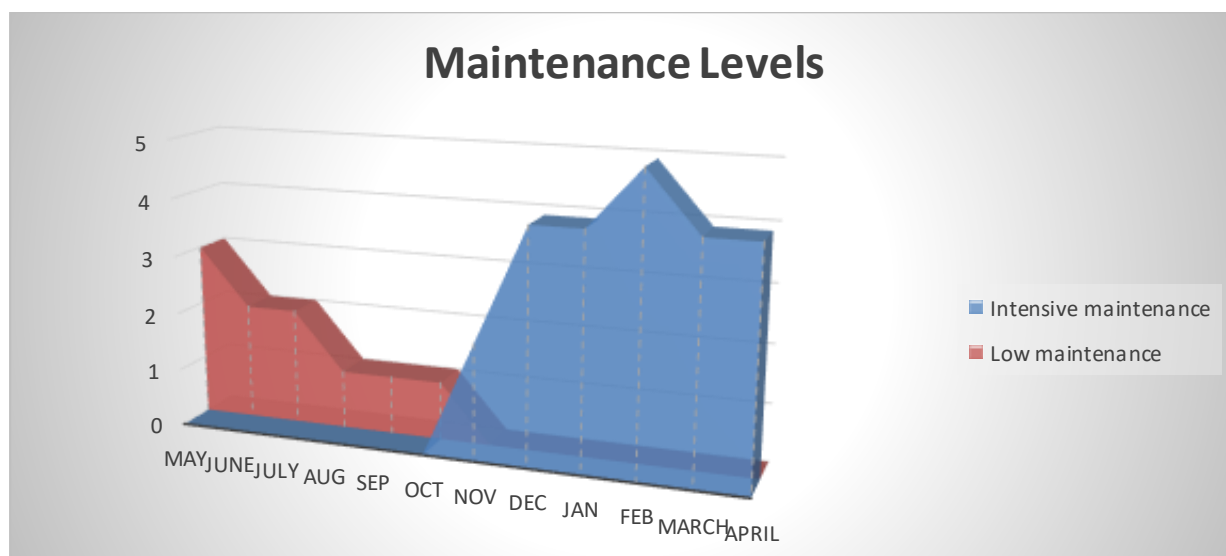
Low-maintenance areas requires minimal watering, fertilizing and less or no mowing, Zoysia grass, Buffalo grass, fine fescues, mondo grass, blengs of fine fescues etc. This normally attended to twice a month during rainy seasons. Low maintenance period, 6 months, May – October

**7.1.4.1 Areas with combination of planted, veld grass.**

7.1.4.1.1 High-maintenance areas - the facilities planted with Kikuyi and LM grass, which requires frequent watering, fertilizing and regular mowing and upkeep. The grass expected to be

maintained on a weekly bases. Intensive maintenance period, six (6) months, November – April. The three (3) highest rainfall months for Gauteng are from November to February, with October and April being the start and end of the rainy season.

- 7.1.4.1.2 The graph below indicates the estimated: Seasonal Maintenance frequency and intensity of grass cutting which is used as indicator of rating 1 being the lowest and 5 being highest)



- 6.1.4.1.3 The grounds and gardens Maintenance Services shall include the supply of materials and consumables for the proper execution of all works.

## 8. SUMMARY OF SERVICES REQUIRED

8.1 The service contract will include but not be limited to the following areas of work:-

- 8.1.1 Grass cutting and general seasonal maintenance to include fertilisation, scarification and aeration
- 8.1.2 Beautification of high visibility areas
- 8.1.3 Rejuvenation of lawns by reseeding where necessary as per request
- 8.1.4 Maintain and correct any defects in the brick delineation between the veld grass and manicured lawns
- 8.1.5 Maintain and improve the current irrigation system as per request
- 8.1.6 Maintain and service the manual turf valve system as per request
- 8.1.7 Cut and trim all made berms, e.g. sports-field, water-feature, reservoir area, putting green, main entrance etc.
- 8.1.8 Maintain and improve all landscaped flower beds which contain plants, boulders and stonework, additional materials will be at request.
- 8.1.9 All plants, groundcovers, shrubs and trees to be maintained and improved as per request
- 8.1.10 Stone aggregate splash zone/apron to be maintained
- 8.1.11 Maintenance of pumps and filters at water feature and natural dams as per request, including changing of filter sand / filter material when required
- 8.1.12 Maintenance of swimming pools including water treatment and pump repairs and replacement
- 8.1.13 Weed control hard and soft surfaces (Environmental friendly weed killer)
- 8.1.14 Eradication and Control and of alien vegetation using herbicides / sterilizing agents / manual methods (TLB)
- 8.1.15 Particular attention to continuously combat and reduce black wattle growth and germination and other nuisances, especially when establishing new gardens

- 8.1.16 Road sweeping and maintenance e.g. spraying of weed killer on paving
- 8.1.17 Cleaning of culverts and gutters
- 8.1.18 Cutting of firebreaks as per request and bi- annual firebreak re-instatement
- 8.1.19 Creation of permanent concrete firebreaks over the period of three years with two years maintenance
- 8.1.20 Firebreak and erosion rehabilitation
- 8.1.21 Controlled burning as required
- 8.1.22 Routine maintenance of firebreaks with use of herbicides agents, if required
- 8.1.23 Cleaning and grass cutting of storm water channels
- 8.1.24 Cleaning of grids and catchment areas draining points
- 8.1.25 Sports field maintenance
- 8.1.26 Tree felling and stump grinding, and additional felling at the prescribed rate as per request
- 8.1.27 Routine cleaning of gutters of buildings
- 8.1.28 Wooden pole fence maintenance (replace broken / damaged / deteriorated sections)
- 8.1.29 High security fence buffer zone maintenance, ensure vegetation does not interfere with proper operation of security system(s)
- 8.1.30 Render emergency service, referring to cut and removal of trees damaged by adverse weather conditions, including re-instatement of affected area
- 8.1.31 In the event of an emergency when trees are blown over, typically during extreme weather conditions, all remnants of the tree(s) must be removed including roots. If roots are not removed, stump grinding must be used to reduce tree stump height to (or below) soil / grass level
- 8.1.32 Access to snake catching, wildlife veterinary services, bee keeping and environmental services
- 8.1.33 No accommodation will be allowed on site, limited storage facilities will be available. All costs to be inclusive of support works (sweeping, blowing, watering etc.)

## 9. DESCRIPTION OF WORKS

The service provider will be expected to perform routine daily, weekly, monthly and seasonal routine activities as per scheduled works programmes including additional works and tasks that may arise on an ad-hoc basis as and when required; unless otherwise directed by designated project manager of the SSA

### 9.1 The service providers shall:

- 9.1.1 Notify the State Security Agency of any discrepancies before the commencement of maintenance works
- 9.1.2 Be required to supply all labour, material, equipment, loose tools and transport for the duration of the contract period and for the completion of projects unless alternatively requested in the additional services section
- 9.1.3 Supply an inventory list of all equipment, plant and machinery kept on site.
- 9.1.4 Provide storage of any material from inception until the completion of the contract.
- 9.1.5 Be required to cart away waste and surplus material unless otherwise specified by the State Security Agency, which must also be disposed of in compliance with Municipal by Laws and Environmental Regulations
- 9.1.6 Provide specified and approved materials by the State Security Agency for proposed "Works"
- 9.1.7 Meet the clients recommended performance standards required to complete and endorse required forms, e.g. Payment Certificates will be assessed on actual works completed via the State Security Agencies Assessment form
- 9.1.8 Ensure the latest revisions of all applicable standards and regulations
- 9.1.9 Have clear and de-establish total site on completion of proposed works
- 9.1.10 Constantly liaise with State Security Agency to ensure that all problematic areas and potential problematic areas are reported timeously to ensure proactive response, in particular structural and infrastructure problems, hazards and safety issues, reliability of equipment, availability of spares/materials
- 9.1.11 Compile an OHS file and keep it up to date, with routine audit discussions with the OHS coordinator (or the OHS representative) of the Organisation
- 9.1.12 Ensure that all replacement parts provided are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards.
- 9.1.13 Not provide any equivalent part(s) where its use will void any warranty of the equipment being serviced.
- 9.1.14 Ensure that any equivalent parts provided shall be approved by designated project manager
- 9.1.15 That all replacement parts shall have a minimum of a one (1) year warranty.
- 9.1.16 Leave all serviced equipment and the service area safe, clean and ready for use.
- 9.1.17 Warranty all repairs for 60 days.

### 9.2 Other Conditions

- 9.2.1 The service providers are expected to take consideration and cognisance of the following constraints:
  - 9.2.1.1 The site is considered to be a conservation area and under no circumstances may indigenous fauna or flora be removed from site or deliberately harmed in any way
  - 9.2.1.2 All watering must be done in consultation with the Employer due to water restrictions
  - 9.2.1.3 Except for site management and specialised labour such as operators for plant and equipment, service providers are encouraged to use 'local' labour for all manual tasks, where feasible
  - 9.2.1.4 The onus is on the contractor's to manage all contracts and sub-contractor's contract documentation, labour force and all works activities, vehicles and transport associated with operations on SSA sites
  - 9.2.1.5 Ensure that reasonable environmental concerns of the SSA, residents and others are respected
  - 9.2.1.6 The allocated ablution and storage rooms are to be kept in a neat, tidy and safe condition at all times and each plant room register completed on entry and exit during the respective visits

- 9.2.1.7 Liaise directly with the State Security Agency should it be envisaged that office staff or tenants may be inconvenienced for whatever reason, during maintenance activities
- 9.2.1.8 Provide the State Security Agency periodically (as per request from the SSA) with a written record, in schedule form, reflecting the number and description of tradesman and labour employed by him any other sub-contractors which may have been utilised
- 9.2.1.9 Immediately notify the State Security Agency in writing of possible scope changes and or variations on site
- 9.2.1.10 The State Security Agencies representative will perform daily quality control checks, inspection of the works, also ensuring compliance with Health and Safety standards
- 9.2.1.11 All obstacles on site and problems encountered that could impact on time, quality, efficient and effective service delivery or costs must be reported to the SSA in writing
- 9.2.1.12 Required to work in conjunction with other contractors and service providers on site, viz., Building maintenance, Air-conditioning maintenance, Electrical (HT, MV, and LV) maintenance, Civil works, Special Events, etc.
- 9.2.1.13 Provide Compliance Certificates on the completion of the works where required or applicable
- 9.2.1.14 Ensure that all sub-contractors obtain access to the relevant State Security Agencies properties and premises, subject to full compliance with the applicable policies, directives (security clearance and vetting)
- 9.2.1.15 Will be liable for any breakages or damage caused in the execution of works by them
- 9.2.1.16 All excess material provided for the works will remain the property of the State Security Agency unless specified otherwise
- 9.2.1.17 The bidder must note that the location of the main site is not adjacent to a route supported by public transport. Transport of employees and subcontractors to site must be arranged by the Service Provider; is a requirement

### 9.3 **Access to Site**

- 9.3.1 Access is restricted to the area(s) under the service providers control unless alternatively arranged. Access to the site is as per the Access and Control Procedure and Service Provider and their employees and sub-contractors must familiarize themselves with these.
- 9.3.2 The respective sites can only be entered through a dedicated security gate. All vehicles and personnel shall be searched when entering and leaving the site.
- 9.3.3 The Service Provider shall supply the SSA with the names and copies of the identification documents of all site staff who will be issued with access cards, at no cost to the Service Provider, for the 1st card issued per person.
- 9.3.4 All staff working on the contract shall obtain, at the SSA's cost, all security clearances required.
- 9.3.5 All the material and tools of the Service Provider shall be declared at the security gate when entering the site.
- 9.3.6 Laptop computers, cellular phones and cameras will only be allowed on site with prior approval and must be a motivated requirement for maintenance or specific maintenance projects.
- 9.3.7 The SSA reserves the right to request the removal of any employee of the Service Provider and the replacement cost will be for Service Provider.
- 9.3.8 Access to facilities and local and remote sites will be subject to restrictions at certain times depending on special events and core business activities of the State Security Agency.



**10. PRELIMINARIES AND GENERALS**

**10.1 Equipment, Materials and Consumables**

All necessary human resource capacity, equipment and materials for the successful execution of the above to be provided for by the Service Provider (minimum requirements stipulated but not limited too and must be determined by delivery requirements) inter alia:

**10.1.1 Specialised services required , the following expertise are required to be available on site: (Refer Section D)**

- (a) Horticulturist/Landscape Designer (within company as a support service)
- (b) Wildlife veterinarian
- (c) Snake catcher
- (d) Beekeeper

**10.1.2 Fleet requirements**

- (a) Tractors
- (b) Truck / pickup / LDV / trailers

**10.1.3 Plant and Equipment**

- (a) Slasher(s)
- (b) Push lawn mowers
- (c) Ride on mowers
- (d) Walk behind lawn mowers
- (e) Brush cutters
- (f) Industrial blowers
- (g) Chain saw(s)
- (h) Branch cutter(s)

**10.1.4 Rate based costs**

- (i) Access to high pressure washer
- (j) Access to street sweeper
- (k) Access to stump grinder
- (l) Access to chipper
- (m) Access to cherry picker
- (n) Access to TLB
- (o) Access to grader
- (p) Access to front loader
- (q) Access to bulldozer
- (r) Access to soil auger machine / post digger equipment
- (s) Access to portable / temporary storage container

**10.1.5 Tools**

- (a) Rakes
- (b) Spades
- (c) Forks
- (d) Brooms
- (e) Wheel barrows
- (f) Hedge cutters
- (g) Pruning shears
- (h) Loppers
- (i) Spray cans
- (j) Tool box/es
- (k) Hose pipes, relevant connectors and attachments
- (l) Pole pruner

- (m) Backpack sprayer
- (n) Compost bin
- (o) Chipper machine

#### 10.1.6 **Staff**

Permanent staff: (Can be seasonally variable as long as there is not a decline in service delivery standards).

- (a) Supervisor
- (b) Tractor driver(s)
- (c) Machine Operators
- (d) General Labourers
- (e) OHS officer

#### 10.1.7 **Uniforms and Personal Protective Equipment**

The contractor shall at all times ensure that all gardening staff are neatly clothed in uniforms complete with a luminous bib for identification (with the name of the company printed thereon) with the necessary personal protective clothing and equipment which shall include but not be limited to head gear, shoes, gloves, goggles and shin guards etc. (Refer Section E, F: A1)

#### 10.2 **Meetings**

The Service Provider shall make provision in his tender price for 10 hours per month for the attendance of management and safety meetings which may from time to time be called by the State Security Agency, Suppliers, Local Authorities and others.

#### 10.3 **SSA's Administrative Requirements**

The Service Provider and his staff shall comply with all administrative requirements that may from time to time be in force at the works.

##### 9.4.1 These shall include but not limited to:

- (a) Timesheets
- (b) Expenses claims
- (c) Access to Site

#### 10.4 **Reporting Structure**

The Service Provider and his staff shall report to a Supervisor / Maintenance Representative so appointed by the State Security Agency.

Any communication with the SSA and other service providers shall be through or authorised by the Supervisor.

#### 10.5 **Employment of labour**

The Service Provider shall strictly adhere to all the labour laws and regulations that are applicable to permanent staff and casual labour.

#### 10.6 **Safety and Security**

The safety and security of the employees shall remain the responsibility of the Service Provider.

The Service Provider shall be responsible for the safeguarding and security of his equipment on site. (Refer Section E: Attachment)

## 10.7 Site Establishment

10.7.1 Limited storage facilities will be made available at the main site, including ablution facilities / access to ablution facilities

10.7.2 Water and electricity will be provided by the SSA at no cost to the Service Provider, subject to being available at fixed points of consumption as part of the infrastructure at the State Security Agency site.

10.7.3 Service Provider must provide their own communication facilities, which includes:

- (a) Personal computer (s)
- (b) Cellular telephone / s
- (c) PPE
- (d) Office consumables

*(Note: These must be declared to security and registered for use on site failure to ensure such may result in the confiscation of such as a security breach.)*

## 10.8 Insurance and Public Liability Cover

10.8.1 The contractor must ensure that comprehensive insurance is subscribed to and remains in place for the duration of the contract.

## 11. WORKS PROGRAMMES

### 11.1 Initiation of Service

11.1.1 Complete an equipment survey using existing machinery records and a plant walkthrough

11.1.2 Identify critical and non-critical equipment for the facility

11.1.3 Conduct a needs assessment for all equipment /involved

11.1.4 Determine immediate intervention areas and repairs required prior to the start of the Scheduled Routine Maintenance program and Additional Works

### 11.2 Work Schedules

11.2.1 A project timeline schedule shall be developed for the maintenance of the grounds taking into consideration the seasonal emphasis. The timeline must take into consideration all time consuming activities including but not limited to:

- (a) The start and completion dates for each of the activities
- (b) The order and timing of operations which the Service Provider plans to provide the works
- (c) The Service Provider shall within the stipulated timeframe as specified in the activity schedule, produce a high level programme for each of the key activities identified
- (d) Design a program that meets the Clients requirements for a complete grounds maintenance.
- (e) Strict adherence to the programme will be monitored, no service payments will be made where there is no record and proof of works as outlined by schedule.

## 12. PRICING, WORKS ORDERS AND PAYMENTS

### 12.1 Submission of Bid Costs

12.1.1 Bidders are required to submit their quotations on the pricing schedules as provided in Section H

- 12.1.2 This is a bill of quantities document detailing the terms and conditions of the construction or repair contract and itemizes all work to enable a contractor to price the work for which he or she is bidding. All rates must be inclusive of the five key elements of rate (material, labour, profit, attendance and transport).
- 12.1.3 Landscaping and irrigation systems works will be on an ad hoc basis for all services required as per the tender rate.
- 12.1.4 In the case of PC Items , or where an item has been negated the Client will require a quotation/or as may be agreed Supplier Rates and may request up to three suppliers for proof of the material cost, and a sum not exceeding 12% will be allowed as a add on.
- 12.1.5 The total cost of all works/services quoted for must be inclusive of VAT and fixed for the 1st year of the contract, with commencement following signing of the contract
- 12.1.6 Where the Agency can obtain materials of same specification and warranties at rate lower than stated or provided by quotation the contractor will be required to utilize such. (This will also apply to Unit Rates).

**12.2 Approval and Payment of Works**

- 12.2.1 The Service Provider has the responsibility to take all measurements for quotation purposes which are to be verified by the SSA
- 12.2.2 All works are subject to re-measurement on completion and amendments made according to the results
- 12.2.3 The work will be performed only after the approval from an authorized SSA representative and shall be billed according to the prices submitted on the bid proposal form or as per the distributor rates.
- 12.2.4 Effort and productivity will be assessed on completion of works where activities such as labour and scope were not determined. Variable items of such will be re-assessed on completion of works and the quotations amended accordingly
- 12.2.5 All invoices must be attached to a statement; failure to submit will delay payment
- 12.2.6 Payment for services provided by the contractors shall be processed within 30 days of the receipt date (as received and stamped by Client) of a detailed invoice and statement.

**13. EVALUATION AND SELECTION CRITERIA**

SSA has set minimum standards (gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification (Gate 0)	Criteria	Technical Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation (Gate 2)
Bidders must submit all documents as outlined in essential requirements as indicated in the table below Only bidders that comply with ALL these criteria will proceed to Gate 1.		Bidder(s) are required to achieve a minimum 70 points out of 100 points to proceed to Gate 2 (Price and BEE).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 70 points.

SSA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder.

### 13.1 Bid Selection

13.1.1 Whilst State Security Agency wishes to achieve affordability, creativity, innovation and adherence the terms of reference will weigh heavily in the selection of the finalists. It is intended that the successful service provider will have made substantial input into the proposed concept/s of service delivery:

- (a) Is an established recognized provider of professional services
- (b) Is able to offer in-house support capacity
- (c) Demonstrate experience / capability of working with multiple parties

13.1.2 As a minimum requirement, the Bidder must submit a Compliant Bid which meets the Essential Minimum Requirements as listed in SBD forms

13.1.3 SSA reserves the right to reject any bids that does not comply with minimum requirements

13.1.4 The bid's key evaluation criteria will include verification of capability to successfully implement the ground maintenance and landscaping services as prescribed in the scope of works.

13.1.5 The prospective bidder who achieves the highest total points and pass the IA's security clearance will be recommended by the Bid Evaluation Committee as the preferred service provider

13.1.6 The decision of the IA will be final.

### 13.2 Evaluation Criteria

13.2.1 Proposal will be evaluated in terms of the State Security Agency's Procurement Policy, which conforms to the PPPFA provisions.

13.2.2 The bid's key evaluation criteria will include verification of capability to successfully implement the Low Voltage maintenance services as prescribed in the scope of works.

13.2.3 The prospective bidder who achieves the highest total points, will be subjected to the SSA security clearance process

### 13.3 Scoring Model

13.3.1 The bids will be evaluated based on points systems for the price, preference for functionality on the 80/20 scoring model (80 points for the Price and 20 points for preference/B-BBEE). The following are the maximum number of points that can be awarded for each category, and the threshold score for each category are as listed in the table below:

Item	Stages	Category	Maximum points	Threshold score
1	Stage 1	Pre-Evaluation – Essential Requirements		
2	Stage 2	Technical / Functional Proposal	100	70
3	Stage 3	Price	80	-
4	Stage 4	BBBEE	20	-

### 13.4 Bid Evaluation process

13.1.1 **Gate 0- Stage 1: Pre-qualification criteria – Essential Requirements/or Administrative criteria**

- 13.1.1.1 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified.
- 13.1.1.2 Without limiting the generality of the State Security Agency's other critical requirements for this bids, bidder(s) must submit the documents listed in Table below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses, will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.
- 13.1.1.3 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified. Bids that do not comply with the mandatory requirements will not be considered for Phase 2 evaluation.
- 13.1.1.4 SSA reserves the right to reject any bids that does not comply with minimum requirements.
- 13.1.1.5 Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below:

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO χ	Comments
1	Invitation to Bid – SBD 1			Complete and sign the supplied document In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a bidder will be requested to submit the document within 3 days from the date of the request, failure to submit the documents will disqualify the bidder
2	Tax Status Tax Clearance Certificate – SBD 2			Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. Proof of Registration on the Central Supplier Database Vendor number In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
3	Companies offices			Details of Bidder's nearest office
4	CIDB Registration			Minimum CIDB Grading 5 SH/PE or combination
5	Qualifications and membership			Proof of registration with professional body/bodies e.g. nursery practice, or any board Proof of applicable membership of related technical governing bodies Proof of membership of applicable Institutes, compulsory or voluntary membership
6	Financial Statements			Proof of financial resources from recognized financial institution and/or latest audited financial statements signed
7	Security Clearance Requirements			(Schedule M)

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO χ	Comments
8	On CDS In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			<p>In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CDS verification outcome will take precedence.</p> <p>In the event the bidder is not tax compliant at the time of submission of the proposal, the bidder will be notified in writing of their non-compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status</p> <p>The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification</p>
9	SBD 3.1.1 (pricing Schedule) - Year 1			Complete and sign the supplied document
10	SBD 3.1.2 (pricing Schedule) - Year 2			Complete and sign the supplied document
11	SBD 3.1.3 (Pricing Schedule) - Year 3			Complete and sign the supplied document
12	SBD 3.1.4 (pricing Schedule) - Consolidated Pricing for year 1, 2 & 3			Complete and sign the supplied document
13	Declaration of interest – SDB 4 also submit mandatory documents			<p>Complete and sign the supplied document</p> <p>In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a/bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder</p>
14	Preference Point Claim Form – SBD 6.1			Non – Submission will lead to a zero (o) score on BBEE
15	<p>Declaration of Bidder's Past Supply Chain Management Practices – SBD 8</p> <p>In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents</p>			<p>Complete and sign the supplied documents</p> <p>In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a/bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder</p>
16	<p>Declaration of Bidder's Past Supply Chain Management Practices – SBD 9</p> <p>In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents</p>			<p>Complete and sign the supplied documents</p> <p>In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a/bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder</p>

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO χ	Comments
17	Registration on Central Supplier Database (CSD)  In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			The Company must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to Submit proof of registration.

### 13.1.2 Gate 1 - Stage 2: Technical W/Functionality

### 13.5 Bid Evaluation process

#### 13.5.1 Stage 1: Pre-Evaluation

To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified.

#### 13.5.2 Stage 2: Technical /Functionality

- (a) The Technical Proposals received will be evaluated the Functional / Technical threshold Score will be 100 points and only those bids that subsequently achieve the technical threshold score of 70 points or more will be short listed.
- (b) The Functional/Technical information must be consolidated into a report format.
- (c) Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- (d) Presentations: Prior to the award of the contract, the SSA reserves the right to invite shortlisted and or potential travel management companies to make presentations and to view the service offered. Information provided during the presentations may be used for evaluation purposes
- (e) As part of due diligence, SSA may conduct a site visit at a client establishment
- (f) The technical proposals will consist of the following area: -

Technical /Functionality		
Evaluation area	Evaluation criteria	Total Scores
Overall integrated Project solution, Project management and technical competency	<ul style="list-style-type: none"> <li>• Company profile</li> <li>• Professional structure / team to complete the project</li> <li>• Relevant experience in project of similar nature</li> </ul>	30
Technical skills and Capabilities	<ul style="list-style-type: none"> <li>• Equipment's</li> <li>• Capacity</li> <li>• Resources</li> </ul>	30
Operations and maintenance Plan	<ul style="list-style-type: none"> <li>• Project Plans</li> <li>• General Risk Management Plan</li> </ul>	20
Compliance regulations and standards	<ul style="list-style-type: none"> <li>• Health and Safety Promotion and Legislative Compliance</li> <li>• Quality of assurance method proposed</li> </ul>	20



The following score sheet and criteria shall apply for scoring by the evaluation committee members in scoring compliant/qualifying bids meeting the minimum technical / functional requirements.

<b>Stage 2: Technical /Functionality</b>			
<b>Item No</b>	<b>Description</b>	<b>Scoring</b>	<b>Item Weight</b>
<b>1.</b>	<b>Overall Integrated Project Solution, Project Management And Technical Competency</b>	<b>30</b>	
<b>1.1</b>	<b>Company Profile with proof of established company and experience on garden maintenance</b>		
	<i>No Company Profile</i>		0
	<i>Basic, Company Profile</i>		2
	<i>Company Profile with Staff compliment</i>		4
	<i>Company Profile with Staff or functional authority organisational structure</i>	10	6
	<i>Company Profile, Staff or functional authority organisational structure, Committee structures and Project Integrated structure</i>		8
	<i>Comprehensive Company Profile, Staff or functional authority organisational structure, Committee structures and Project Integrated structure</i>		10
<b>1.2</b>	<b>Professional Structure / team to complete the project</b>		
	<ul style="list-style-type: none"> <li>Management qualifications - Skills and personnel available for grounds maintenance and minor landscape development</li> <li>Qualifications of personnel must be applicable to the relevant field of expertise required to render the services e.g. Environmental management, landscaping technology, Horticulture, Project Management, logistics management etc.</li> <li>Minimum requirements to obtain score at “acceptable level” will be relevant qualification for field of expertise, as acceptable in the industry</li> </ul>	10	
	<i>No submission</i>		0
	<i>Matric with relevant experience (Operating licence e.g. tractor and specialised equipment)</i>		2
	<i>Tertiary Diploma with relevant experience</i>		4
	<i>Tertiary Degree with relevant experience</i>		6
	<i>Tertiary Honours with relevant experience</i>		8
	<i>Tertiary Honours and Masters with relevant experience</i>		10
<b>1.3</b>	<b>Relevant years' experience in project of similar nature - Track Record &amp; Relevant experience</b>		
	<ul style="list-style-type: none"> <li>Number of years active in maintenance, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references. The prospective bidder must indicate what the magnitude of services were, where it was rendered and what challenges were effectively dealt with, in particular when time constraints were to be adhered to.</li> <li>Minimum requirements to obtain score at “acceptable level” will be confirmation of at least five (5) years of applicable experience in maintenance related projects.</li> </ul>	5	
	<i>No Experience</i>		0
	<i>1 – 2 years' experience</i>		1
	<i>2.1 – 3 years' experience</i>		2
	<i>3.1 – 4 years' experience</i>		3
	<i>4.1 – 5 years' experience</i>		4
	<i>&gt;6 years' experience</i>		5
<b>1.4</b>	<b>Completed projects of similar nature</b>		
	<ul style="list-style-type: none"> <li>Special skills &amp; Specialist grounds and garden maintenance projects completed - Level of skills regarding specialist designs, development and implementation completed with respect to grounds and horticultural services Knowledge and understanding of specific requirements in maintaining and managing a full maintenance service</li> </ul>	5	

<b>Stage 2: Technical /Functionality</b>			
<b>Item No</b>	<b>Description</b>	<b>Scoring</b>	<b>Item Weight</b>
	<ul style="list-style-type: none"> <li>The prospective bidder must also clearly illustrate strategy followed when dealing with special needs of Musanda and the implementation environmentally friendly solutions to obtain optimum solutions during service delivery</li> <li>Minimum requirements to obtain score at “acceptable level” will be indication and illustration of availability of sufficient support personnel with specialized skills and illustration of specialist maintenance performed, measured against the level of specialist maintenance in the industry</li> </ul>		
	<i>No project</i>		0
	<i>1 Projects</i>		1
	<i>2 Projects</i>		2
	<i>3 Projects</i>		3
	<i>4 Projects</i>		4
	<i>&gt;5 Projects</i>		5
<b>2.</b>	<b>Technical skills, Resources, and capabilities</b>		
<b>2.1</b>	<b>Equipment</b>		
	<ul style="list-style-type: none"> <li>The prospective bidder must indicate what equipment’s are and will be available to render the services and how additional resources will be acquired when needed</li> <li>This includes the following identified equipment’s                             <ul style="list-style-type: none"> <li>- Light delivery vehicle</li> <li>- Tipper Truck</li> <li>- Trailer</li> <li>- Tractor</li> <li>- Slasher</li> <li>- Push lawn mower</li> <li>- Walk-behind lawn mowers</li> <li>- Ride-on lawn mowers</li> <li>- Bush-cutters</li> <li>- Blower</li> <li>- Chainsaw</li> <li>- Hedge trimmer</li> </ul> </li> </ul> <p>Minimum requirements to obtain score at “acceptable level” will be indication and illustration of availability Equipment’s available for the project</p>	10	
	<i>No submission</i>		0
	<i>&lt;4 identified equipment’s</i>		2
	<i>&lt;8 identified equipment’s</i>		4
	<i>&lt;10 identified equipment’s</i>		6
	<i>&lt;14 identified equipment’s</i>		8
	<i>&gt; 15 identified equipment’s and above</i>		10
<b>2.2</b>	<b>Capacity</b>		
	<ul style="list-style-type: none"> <li>The prospective bidder must indicate what capacity to be deployed (or reserved) to meet the expectations of the client and will be available to render the services as described in the tender e.g.                             <ul style="list-style-type: none"> <li>- General grounds workers</li> <li>- Supervisors</li> <li>- Technical expertise</li> <li>- Drivers</li> <li>- Professional team</li> <li>- etc.</li> </ul> </li> <li>Support capacity in terms of personnel and equipment available for general maintenance as well as emergency call-outs</li> </ul>	5	
	<i>No submission</i>		0
	<i>One above</i>		1
	<i>Two above</i>		2

<b>Stage 2: Technical /Functionality</b>			
<b>Item No</b>	<b>Description</b>	<b>Scoring</b>	<b>Item Weight</b>
	<i>Three above</i>		3
	<i>Four above</i>		4
	<i>5 and above</i>		5
<b>2.3</b>	<b>Resources</b>		
	<ul style="list-style-type: none"> <li>The prospective bidder must indicate what resources will be deployed (or reserved) to meet the expectations of the client and will be available to render the services as described in the tender</li> </ul>		
	<i>No submission</i>		0
	<i>General deployment plan</i>	10	2
	<i>Deployment and equipment plan</i>		4
	<i>Description of works, deployment and equipment plan</i>		6
	<i>Scheduled works plan outlining deployment and equipment</i>		8
	<i>Detailed description of works as per seasonal requirements including staff and equipment requirements</i>		10
<b>3.</b>	<b>Operations and Maintenance Plan</b>		
<b>3.1</b>	<b>Project Plan</b>		
	<ul style="list-style-type: none"> <li>Detailed project / Executive Plan and Management plan indicating work breakdown structures, time frames and important milestones.</li> <li>The works programme / terms or calendar should be reliable, indicate how the work will be managed, process and work flows; and how to deal with crisis management</li> <li>The following items must be evaluated                             <ul style="list-style-type: none"> <li>Strategic relevance</li> <li>Quality of project design</li> <li>Nature of external context</li> <li>Effectiveness, which comprises an assessment of outputs deliverables, achievement of direct outcomes and the likelihood of impact</li> <li>Efficiency</li> <li>Sustainability</li> </ul> </li> <li>The prospective bidder must indicate what and when resources will be deployed (or reserved) to meet the expectations of the client and will be available to render the services as described in the tender.</li> <li>Minimum requirements to obtain score at “acceptable level” will be indication and illustration of proper project plan to illustrate what support personnel (in the respective disciplines) will be available to perform the work required, what the activities of the personnel will entail and what plant and equipment must be available for optimal delivery.</li> </ul>	10	
	<i>No project and management systems or plans</i>		0
	<i>Basic programme -very basic maintenance schedule and operational plan</i>		2
	<i>Works programme that demonstrates understanding of the requirement up to 50% - workable maintenance and operational plan that is likely to result in average service delivery</i>		5
	<i>Works programme that demonstrates understanding of the requirement up to 89% - comprehensive maintenance and operational plan and is most likely to result in quality work</i>		7
	<i>Detailed works programme with a handover programme that incorporates all requirements up to 100% - comprehensive maintenance and operational plan and standard operational procedures</i>		10
<b>3.2</b>	<b>General Risk Management</b>		
	<ul style="list-style-type: none"> <li>Contingency Plan with Scenarios(triggers/escalations), time period when to invoke, Description of contingency arrangements to manage continuity of supply, actions and assumptions and costing</li> </ul>	10	

<b>Stage 2: Technical /Functionality</b>			
<b>Item No</b>	<b>Description</b>	<b>Scoring</b>	<b>Item Weight</b>
	<ul style="list-style-type: none"> <li>outlining approach to the development of a risk register highlighting risk identification, ranking and mitigation factors for both scheduled and planned projects and the management thereof.</li> <li>Traverse through the following risk impacts:                             <ul style="list-style-type: none"> <li>List of identified risks</li> <li>Risk prioritise</li> <li>Action plan developed</li> <li>HR deployment plan</li> <li>Communication</li> </ul> </li> </ul>		
	<i>No risks identified</i>		0
	<i>Basic Risk Register (List of identified risks)</i>		2
	<i>Risk register with impacts</i>		4
	<i>Risk register with impacts, risk ranks, prioritise and Contingency plan</i>		6
	<i>Risk register with impacts risk, ranks, prioritise and mitigation factors and Contingency plan</i>		8
	<i>Risk register with impacts risk, ranks and mitigation factors, action plan, HR and Communication and Contingency plan</i>		10
<b>4</b>	<b>Regulatory Compliance and Standards</b>		
<b>4.1</b>	<b>Health and Safety Promotion and Legislative Compliance</b>		
	<ul style="list-style-type: none"> <li>In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the service provider, is required to compile a health and safety specification with all health and safety requirements pertaining to the grounds and garden maintenance services, to ensure the health and safety of persons working, visiting, passing, staying and/or working close to the site</li> <li>health and safety plan that addresses the reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety</li> <li>provide preliminary Health and safety file will be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks.</li> <li>Clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminate. illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the demolition project</li> <li>Level of skills regarding maintaining a safe and healthy work environment</li> <li>Knowledge and understanding of OHS act, with the H&amp;S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects</li> <li>Minimum requirements to obtain score at "acceptable level" will be indication and illustration of ability to meet all requirements set out in the checklist in the OHS section, measured against the norms of the industry regarding acceptable</li> </ul>		
	<i>No Health and Safety plan</i>		0
	<i>Very basic health and safety plan that addresses some of the issues</i>		2
	<i>Reasonable health and safety plan that addresses most of the issues</i>		4
	<i>Acceptable health and safety plan that addresses most of the issues</i>		6
	<i>Comprehensive health and safety plan that addresses reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety</i>		8
	<i>Comprehensive health and safety plan that addresses reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety, Health and safety file, Level of skills regarding maintaining a safe and healthy work environment, Knowledge and understanding of OHS act and plus</i>	10	10
	<i>No Health and Safety plan</i>		10

Stage 2: Technical /Functionality			
Item No	Description	Scoring	Item Weight
4.2	<b>Quality Management Plan (QMP)</b>		
	<ul style="list-style-type: none"> <li>Submit quality management plan that describe how quality will be managed through the lifecycle of the project. The QMP must determine quality policies and procedures associated with garden maintenance project (deliverables and process) and defines responsibilities</li> <li>The plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques</li> </ul>		
	<i>No Quality of assurance method proposed</i>	10	0
	<i>very basic Quality Management plan</i>		2
	<i>workable Quality Management plan and is likely to result in quality work</i>		4
	<i>comprehensive Quality Management plan and is most likely to result in quality work</i>		6
	<i>comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified</i>		8
	<i>comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified and Environmental Management plan and policies that are SANS 14000 / ISO 14000 certified</i>		10

### 13.5.3 Stage 3: Price Evaluation (80 Points)

Only Bidders that have met the 70 point threshold in Gate 1 will be evaluated in Gate 2 for price and BBEE. Price and BBEE will be evaluated as follows:

- In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
  - The bid price (maximum 80 points)
  - B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

Criteria	Points
Price Evaluation $Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$	80

Where

*Ps = Points scored for comparative price of bid under consideration*

*Pt = Comparative price of bid under consideration*

*Pmin = Comparative price of lowest acceptable bid*



### 13.5.4 Stage 4 – BBEE Evaluation (20 Points)

#### 13.5.4.1 BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate.

#### **Multi-disciplinary practice, Joint Ventures and Consortiums**

- Multi-disciplinary practice, joint venture or consortium, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- Multi-disciplinary practice, joint venture or consortium will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SSA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

#### **Sub-contracting**

- Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.
- The following is an extract from the PPPFA Act:
  - 11(8) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”
  - 11(9) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

**Stage 3 (80 + 20 = 100 points)**

- The Price and BBBEE points will be consolidated.
- A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has capability and ability to execute the sub-contract.
- A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

**14. CONTRACT PRICE ADJUSTMENT**

- 14.1 A fixed yearly inflation adjustment tariff will be based on CPI and will be applied annually.
- 14.2 Contract price adjustments will be done annually on the anniversary of the contract start date.
- 14.3 The price adjustment will be based on the Consumer Price Index Headline Inflation.

<b>STATS SA P0141 (CPI)</b>	<b>Table E – all items</b>
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**15. DISCOUNTS**

- 15.1 Unconditional discounts will be taken into account for evaluation process; and
- 15.2 Conditional discounts will not be taken into account for evaluation purposes but will be implemented when payments are made

**16. CONTRACT and SERVICE LEVEL AGREEMENT**

- 16.1 Any award made to a bidder(s) under this bid is conditional, amongst others, upon:
  - a) The bidder(s) accepting the terms and conditions contained in the General Conditions of Services (GCC) of Contract as the minimum terms and conditions upon which SSA is prepared to enter into a contract with the successful Bidder(s).
  - b) The bidder submitting the GCC Contract to SSA together with its bid, duly signed by an authorised representative of the bidder.
- 16.2 Upon award SSA and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by SSA, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 16.3 SSA reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

- 16.4 Bidder(s) are requested to:
- a) Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
  - b) Explain each comment and/or amendment; and
  - c) Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.

16.5 SSA reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SSA or pose a risk to the organisation

## **17. SUB-CONTRACTING**

17.1 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has capability and ability to execute the sub-contract.

17.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

## **18. SPECIAL CONDITIONS OF THIS BID**

18.1 SSA reserves the right:

18.1.1 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).

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

18.1.3 To accept part of a tender rather than the whole tender.

18.1.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

18.1.5 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

18.1.6 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

18.1.7 Award to multiple bidders based either on size or geographic considerations.



**19. SSA REQUIRES BIDDER(S) TO DECLARE**

19.1 In the Bidder's Technical response, bidder(s) are required to declare the following:

- Confirm that the bidder(s) is to: –
  - Act honestly, fairly, and with due skill, care and diligence, in the interests of SSA;
  - Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
  - Act with circumspection and treat SSA fairly in a situation of conflicting interests;
  - Comply with all applicable statutory or common law requirements applicable to the conduct of business;
  - Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SSA;
  - Avoidance of fraudulent and misleading advertising, canvassing and marketing;
  - To conduct their business activities with transparency and consistently uphold the interests and needs of SSA as a client before any other consideration; and
  - To ensure that any information acquired by the bidder(s) from SSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

**20. CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

20.1 SSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- seek any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity.

20.2 In order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity:

- makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SSA's officers, directors, employees, advisors or other representatives;
- makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- accept anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity.

20.3 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity.

**21. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

21.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

21.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SSA against the bidder notwithstanding the conclusion of the Service Level Agreement between SSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

**22. PREPARATION COSTS**

22.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

**23. INDEMNITY**

23.1 If a bidder breaches the conditions of this bid and, as a result of that breach, SSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SSA harmless from any and all such costs which [SSA] may incur and for any damages or losses SSA may suffer.

**24. PRECEDENCE**

24.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

**25. LIMITATION OF LIABILITY**

25.1 A bidder participates in this bid process entirely at its own risk and cost. SSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

**26. TAX COMPLIANCE**

26.1 No tender shall be awarded to a bidder who is not tax compliant. SSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SSA, or whose verification against the Central Supplier Database (CSD) proves non-compliant. SSA further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

**27. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

27.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

**28. GOVERNING LAW**

28.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

**29. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

29.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

**30. CONFIDENTIALITY**

30.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SSA's examination and evaluation of a Tender.

30.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SSA remain proprietary to SSA and must be promptly returned to SSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

30.3 Throughout this bid process and thereafter, bidder(s) must secure SSA's written approval prior to the release of any information that pertains to the:

- (i) potential work or activities to which this bid relates; or
- (ii) process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

**31. SSA PROPRIETARY INFORMATION**

31.1 Bidder will on their bid cover letter make declaration that they did not have access to any SSA proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

**32. AVAILABILITY OF FUNDS**

- 32.1 Should funds no longer be available to pay for the execution of the responsibilities of this bid, the SSA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

**33. AWARD OF CONTRACT**

- 33.1 In the event that two or more bids have scored the total points, the successful bid will be the ones scored the highest points for B-BBEE.
- 33.2 If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality, if functionality is part of evaluation process.
- 33.3 If two or more bids are still equal in all respects, then the award will be decided by drawing of lots.
- 33.4 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 33.5 The State Security Agency reserves the right to arrange contracts with more than one contractor for the same item.

**34. FRONTING**

- 34.1 The State Security Agency, as part of government institution supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemn any form of fronting.
- 34.2 The State Security Agency, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years.

## SECTION D: WORKS STANDARDS

### 1. STANDARDS

#### 1.1 Materials and workmanship

1.1.1 All materials and equipment supplied and installed under this contract shall be new, undamaged and of the best quality available and shall comply to manufacture specification with part numbers and descriptions.

1.1.2 The workmanship shall be of high quality to the satisfaction of the SSA. All inferior work, on indication by the SSA, shall immediately be rectified by and at the expense of the Service Provider.

1.1.3 All equipment and materials shall be rated for both the normal and extreme climatic and site conditions.

1.1.4 Warranties and guarantee of works are applicable for all services rendered

#### 1.2 Interchange ability of materials

1.2.1 Faulty equipment shall be replaced with equipment of same make and model.

1.2.2 Where a replacement product is to be used, the Service Provider must prove that the original equipment / part

- (a) Is obsolete,
- (b) Has been superseded, or
- (c) The alternative product is more cost-effective

#### 1.3 Rectification of faults and unsatisfactory works

1.3.1 The maximum response time for the routine rectification of faults shall be 6 hours.

1.3.2 A maximum of 12 hours is allowed to effect repairs or rectification of unsatisfactory work

1.3.3 In the event of proof that the Service Provider failed to attend to the fault/works as requested, a negligence default will be recorded against the Service Provider.

1.3.4 The occurrence of such defaults must not exceed three events in a month otherwise SSA will have the right to review the contract.

#### 1.4 Tests

The Service Provider shall be responsible for the testing and commissioning of all equipment installed by him under this contract.

#### 1.5 Laws, Regulations and Specifications

1.5.1 The Service Provider shall ensure that the installation and workmanship complies in full and at all times with the requirements of:

- (a) The Occupational Health and Safety Act (October No 85 of 1993)
- (b) Relevant regulations and specifications

## **1.6 Supervision**

- 1.6.1 All the work to be carried out is to be of a high standard and shall be carried out under the supervision of skilled and competent representatives of the Service Provider, who in turn shall be able and authorised to receive and carry out instructions.
- 1.6.2 All drivers employed on the contract shall be in possession of valid driving licenses and PDP's
- 1.6.3 All machine operators must have certified training in particular chain saw operators

## **1.7 Maintenance and operation manuals**

The Service Provider shall collect and keep complete, comprehensive and up-to-date records of technical specification, operating manuals and manuals of all installed equipment. This must be handed over to the State Security Agency on termination of contract or end of contract period

## **1.8 Maintenance of Stock**

- 1.8.1 The Service Provider shall supply and manage emergency and back-up stock for all equipment and chemicals maintained under this contract.
- 1.8.2 Back-up stock will be stored at the Service Provider or his supplier's works and under control of the Service Provider and/or his suppliers. The State Security Agency reserves the right to inspect stock levels of the back-up stock at any time during normal working hours.
- 1.8.3 The Service Provider shall submit together with the tender priced list the detail of equipment and chemical quantities of recommended emergency stock items.
- 1.8.4 In addition the Service Provider shall submit a list of back-up stock kept by him or his suppliers in South Africa. Not all equipment supplied under this contract need to be in emergency stock. However, all equipment supplied under this contract shall be kept in back-up stock.

## **1.9 Design and Shop Drawings**

- 1.9.1 Where Landscape Architecture/ Design works have been effected the Service Provider shall submit the updated drawings to the State Security Agency.
- 1.9.2 The Service Provider shall on an on-going basis update design and shop drawings by recording any changes to the grounds during the currency of the Contract.

## **1.10 Warranties and Guarantees**

- 1.10.1 The Service Provider shall identify all equipment under warranties and guarantees and familiarise himself with the conditions and scope of the warranties/guarantees and ensure that:
- (a) Conditions of warranties/guarantees are complied with in full
  - (b) Keep copies of warranties and guarantees
  - (c) Repair all applicable equipment in terms of the warranties and guarantees
  - (d) Inform the State Security Agency of the expiry date and where applicable advise the SSA of benefits of extending warranties/guarantees

**1.11 Management Reports**

The Service Provider shall include in his tender price for the compilation of detailed management reports as part of the contract, as might be called for by the IA from time to time.

**1.12 Hand Over (at end of Contract)**

1.12.1 The Contractor shall include in his tender price for the handover of the works at the end of the contract to the State Security Agency.

1.12.2 The hand over shall be fully comprehensive but not be limited to the following items:

- (a) Complete set of maintenance and operation manuals
- (b) Updated set of as built drawings

**SECTION E: MAINTENANCE REQUIREMENTS**

**E1 - SITE INFORMATION CONTRACTED ROUTINE WORKS – CLASSIFICATION AND FREQUENCY OF SERVICES**

**E1.1 - Seasonal Maintenance**

J	F	M	A	M	J	J	A	S	O	N	D
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6 Months	Intensive Maintenance period
6 Months	Low Maintenance period

Intensive Maintenance Period Detail	
Description of Activity	Minimum Frequency
High Maintenance Area Grass Cutting	(7 day return period)
Medium Maintenance Area Grass Cutting	(14 day return period)
Low Maintenance – Grass Cutting	Bi Annually
Weed Flower Beds	(High 7 day return medium 14 day return period)
Pruning of trees and hedges (Note. 1)	(15 - 90 day return period)
Litter picking and bins (includes culverts)	Daily
Watering (Note. 2)	As required
Road Sweeping and parking areas	Weekly
Herbicide spraying (no weed growth) (Note.3)	As required
Sweeping and raking – paths and footways	Daily
Cleaning of gutters	Monthly and as required per season
Compost processing (Note. 4)	As required



<b>Intensive Maintenance Period Detail</b>	
<b>Description of Activity</b>	<b>Minimum Frequency</b>
High Maintenance Area (14 day return period)	2/month
Medium Maintenance Area (60 day return period)	1/2 months
Low Maintenance Area (90 day return period)	1/3 months
Weed Flower Beds (60 day return period)	1/2 month
Pruning of trees and hedges (Note 1)	(15 - 90 day return period)
Litter picking and bins (includes culverts)	Daily
Watering (Note 2)	As required
Road Sweeping and parking areas	Weekly
Herbicide spraying (no weed growth)(Note 3)	As required
Sweeping and raking	Daily
Cleaning of gutters	As required
Compost processing (Note 4)	As required

- Note 1. A minimum of one meter clearance of tree branches and large shrubs to be maintained with respect to all buildings and permanent structures
- Note 2. Irrigation will temporarily be postponed whenever water reticulations problems are being rectified or require attention
- Note 3. Special attention to be given to alien vegetation control and extermination management program, in particular black wattle germination control and eradication and “pom poms” eradication.
- Note 4. Compost processing on site will be dependent on available storage space at compost site. If full capacity is reached, redundant material to be disposed as indicated under refuse removal item

**E1.2 - Seasonal Approach Sportsfields**

Intensive Maintenance Period Detail	
Description of Activity	Minimum Frequency
High Maintenance Area (7 day return period)	4/month
Low Maintenance Area (14 - 28 day return period)	1-2 per month
Irrigation	Daily

Low Maintenance period detail	
Description of Activity	Minimum Frequency
High Maintenance Area (14 day return period)	2/month
Low Maintenance Area (28 day return period)	Monthly
Irrigation	As required

**E1.3 – Pool Maintenance**

Routine Maintenance Requirements	
Description of Activity	Minimum Frequency
Confirm operation of pump (+ filter) equipment	Daily (or as required)
Check operation of automatic pool cleaner	Daily (or as required)
Check general water quality for pH, chlorine level and alkalinity	Weekly (or as required)
Routine chemical treatment (chlorine)	Daily (or as required)
Booster chemical treatment (chlorine)	As required, typically during rainy season
Chemical treatment (acid)	Monthly
Check water level and top-up	Weekly
Brush pool surfaces	Daily (or as required)
Remove debris (leaves, etc) from pool	Daily (or as required)
Backwash pool filter	Weekly
Sample test of water (by external service provider)	As and when required
Supply and replace sand in filter	As and when required

**E1.4 – Water Feature Maintenance**

Routine Maintenance Requirements	
Description of Activity	Minimum Frequency
Confirm operation of pump	Daily
Check general water quality and pond condition	Daily (or as required)
Chemical treatment (chlorine)	Daily (or as required)
Check water level and top-up	Weekly
Brush pond surface	As required
Remove debris (leaves, etc, from pump and pond)	Daily (or as required)
Water replacement	As required
Pool cleaning, maintenance and repairs of equipment and pumps	Weekly

**E1.5 – Additional Maintenance Related Items**

Additional Maintenance Related Items	
Extras	Ad-Hoc
Fertilizer (2:3:2, L.A.N, 3:2:1, 5:1:5, Bone meal)	When required
Tree Felling (complete with removal and leveling)	When required
Topsoil	When required
Stump grinding	When required
Poison Spraying including pest & disease control, in particular	When required
Alien vegetation extermination, in particular “Pom poms”	Three year total eradication project
Black wattle tree extermination	Three year total eradication project
Bluegum tree removal	Three year total eradication project
Planting Material and Seeds	When required
Irrigation Management	When required
Firebreaks and maintenance of gravel, concrete and tar roads	When required
Landscape design and works	When required
Outdoor furnishings	When required

**SECTION F: SERVICE DELIVERY MODEL**

**F1 - Human Resources**

Item	Description	Quantity	Remarks
1	Client Service	1	For reference
2	Assistant manager	1	For reference
3	Horticulturist Supervisor	1	On site
4	Tractor driver	1	On site - Trained back-up driver required
5	Team Leaders	3	On Site (Must drive)
5	Machine Operators	20	On Site - Ride-ons, bush cutters, blowers
4	General Labourers / Gardeners	48	On Site

**F2 - Equipment**

Item	Description	Quantity	Remarks
1	Light delivery vehicle	2	On Site Back-up vehicle required
2	Tipper Truck	1	As required
3	Trailer	1	On Site Normal or tipper type
4	Tractor	2	On Site Suitable for slasher
5	Slasher	1	On Site Tractor mounted type with backup
6	Push lawn mower	4	On Site
7	Walk-behind lawn mowers	4	On Site
8	Ride-on lawn mowers	6	On Site
9	Bush-cutters	29	On Site
10	Industrial Blower	8	On Site
11	Chainsaw	3	On site, for emergencies
12	Hedge trimmer	5	On Site
13	Fertilizer spreader, push type	1	As required
14	Poison Spray cans	7	On Site
15	Mobile pump driven herbicide spraying unit	1	As required
16	Pole Pruner	3	On Site
17	Branch Cutter	3	On site

Item	Description	Quantity	Remarks
17	Scarifyer	1	As required
18	Aerator	1	As required
19	Roller and white marking machine	1	As required
20	Hose pipes and sprinklers (manual use)	20	On Site
21	General Tools: Wheel barrow, spades, forks, shear etc. not limited to.	As per Labourer	On Site

**SECTION G REGULATORY REQUIREMENTS**

**G1 - Title of Publication**

- 1.1 Occupational Health and Safety Requirements of the SSA and all Normative references
- 1.2 SSA`s Policy and Procedures for the Co-Ordination and Implementation of Occupational Health and Safety Act (Act 85 of 1993) and Compensation for Occupational Injuries and Diseases Act of 1993
- 1.3 SABS 1200 AA – General (Small Works)
- 1.4 Access Control Procedures to SSA Premises
- 1.5 PPPFA Act number 5 of 2000
- 1.6 PFMA Act
- 1.7 Security Officers Act (Act 92 of 1987), and the Security Officers Amendment Act (Act 104 of 1997)
- 1.8 Employment Equity Act (Act 55 Of 1998)
- 1.9 Intelligence Services Act (Act 38 of 1994)
- 1.10 National Strategic Intelligence Act (Act 39 of 1994)
- 1.11 National Small Business Act (Act 102 of 1996)
- 1.12 Intelligence Services Control Act (Act 40 of 1994)
- 1.13 Protection of Information Act (Act 84 of 1984)
- 1.14 Auditor-General Act (Act 12 of 1995)
- 1.15 Income Tax Act (Act 58 of 1962)
- 1.16 Promotion of Equality and Prevention of Unfair Discrimination Act (Act 4 of 2000)
- 1.17 Labour Relation Act (Act 66 of 1995)
- 1.18 Skills Development Act (Act 97 of 1998)
- 1.19 Occupational Health and Safety Act (Act 85 of 1993)
- 1.20 Requirements of the Companies Act
- 1.21 General Procurement Guidelines (issued by the Minister of Finance)
- 1.22 National Treasury: Circular No. 6 of 2002: Preference Points Claim Form for Equity Ownership by Historically Disadvantaged Individuals (HDIs)
- 1.23 Government Procurement: General Conditions of Tender, Contract and Order
- 1.24 Security Service Trade Orders
- 1.25 White Paper on Transforming Public Service Delivery: Batho Pele-“People First”: 1997 September
- 1.26 Government Notice R1237, 1988 July 1
- 1.27 Government Gazette No 16085, 1998 November 23
- 1.28 SSA Procedure for the Identification of Risk Prior to the Commencement of Work
- 1.29 Construction Regulations 2014
- 1.30 National Building Regulations, SANS 10400
- 1.31 National Road Traffic Act 93 of 1996, and all amendments
- 1.32 General Safety Regulations 2003
- 1.33 Environmental Regulations for Workplaces 1987

**G2 - OCCUPATIONAL HEALTH AND SAFETY (OHS) Refer to attached OHS Booklet – NOTE – The requirements outlined in E2 form part of the evaluation criteria Refer 12.4.3 (Point 4.2)**

**SECTION H: MAINTENANCE PRICING SCHEDULES**

**Item H1 - Summary of Monthly Maintenance Contract Services At All IA Sites**

Refer: Sections A, B,C,D and F

Item	Description	Unit	Qty	Rates	Monthly Cost
<b>A1</b>	<b>PRELIMINARIES AND GENERALS</b>				
<b>1</b>	<b>Occupational Health And Safety</b>				
	Provision for Health and Safety measures, with reference to the Occupational Health and Safety Act 85 of 1993				
1.1	It is a requirement of this contract that the works are to be executed in strict accordance with the requirements of the Occupation Health And Safety Act. The successful contractor will therefore have to comply with all aspect related thereto and all costs associated therewith are deemed to be included in the contract price. No claims of any kind whatsoever will be entertained due to the contractor's non-compliance with the requirements of the act, the same being enforced onto the contractor. The successful contractor will be issued with a safety specification from the employer in terms of the act	Months	1		R
<b>A2</b>	<b>EXTERNAL WORKS</b>				
<b>2</b>	<b>GROUNDS AND GARDEN MAINTENANCE</b>				
	Allow for maintaining landscaping including watering, weeding, cutting, replacing dead plants, etc.				
	Cutting of grass to acceptable levels				
<b>2.1</b>	<b>Main site - (Musanda)</b>	m <sup>2</sup>			
2.1.1	Low Maintenance Area	m <sup>2</sup>	261 790		R
2.1.2	Medium Maintenance Area	m <sup>2</sup>	374 540		R
2.1.3	High Maintenance Area	m <sup>2</sup>	430 780		
<b>2.2</b>	<b>Remote sites ( See Detailed Table below)</b>	m <sup>2</sup>			
	Office Complexes - 3	m <sup>2</sup>	900		R
	Agricultural Holding - 2	m <sup>2</sup>	124 300		R
	Residential Properties - 6	m <sup>2</sup>	21 590		
<b>3</b>	<b>LANDSCAPING</b>				
<b>3.1</b>	<b>Excavate in earth and dispose on site</b>				
	Not exceeding 150mm deep to remove humps, form shallow ditches, etc.	m <sup>2</sup>	1		Rate Only

Item	Description	Unit	Qty	Rates	Monthly Cost
<b>3.2</b>	<b><u>Ground preparation</u></b>				
	Cultivation and preparation of areas to be planted	m <sup>2</sup>	1		Rate Only
	<u>Selected topsoil obtained from prescribed stock piles on site, including spreading and levelling Well sifted topsoil supplied by the contractor, including spreading and levelling</u>				
	<u>Garden soil supplied by the contractor (3 parts well sifted top soil, 1 part compost and 1 part milled pine bark), including spreading and levelling</u>				
	In plant beds, grassed areas and holes for trees, shrubs, etc.	m <sup>3</sup>	1		Rate Only
	In plant boxes, pots, etc.	m <sup>3</sup>	1		Rate Only
	<b><u>Compost, lime and fertilizer</u></b>				
	Compost in plant beds, holes for trees, shrubs, etc.	m <sup>3</sup>	1		Rate Only
	Compost in plant boxes, pots, etc.	m <sup>3</sup>	1		Rate Only
	Agricultural lime for trees, shrubs, ground covers, etc.	kg	1		Rate Only
	Super phosphate granular commercial fertilizer for trees, shrubs, ground covers, etc.	kg	1		Rate Only
<b>3.3</b>	<b><u>Mulch</u></b>				
	25mm Thick mulch layer in plant beds between plants	m <sup>2</sup>	1		Rate Only
<b>3.4</b>	<b><u>Shrubs, bulbs and plants</u></b>				
	Abelia postrata (4l container)	No	1		Rate Only
	Agapanthus spp "Blue" (2l container)	No	1		Rate Only
	Bauhinia galpinii (4l container)	No	1		Rate Only
<b>3.5</b>	<b><u>Trees</u></b>				
	Acer palmatum	No	1		Rate Only
	Acacia melanoxylon	No	1		Rate Only
<b>3.6</b>	<b><u>Grassing, ground covers, etc</u></b>				
	Kikuyu roots in rows at 250mm centres	m <sup>2</sup>	1		Rate Only
	Kikuyu sods approximately 500 x 500 x 50mm thick	m <sup>2</sup>	1		Rate Only
	Kikuyu rolls 50mm thick	m <sup>2</sup>	1		Rate Only
	Asparagus densiflorus "Sprengerii" (0,5l container) (8/m <sup>2</sup> )	m <sup>2</sup>	1		Rate Only
	Plumbago auriculata (0,5l container) (8/m <sup>2</sup> )	m <sup>2</sup>	1		Rate Only
<b>3.7</b>	<b><u>Pruning of existing trees and shrubs</u></b>				
	Pruning of existing acacia karroo tree approximately ?m high	No	1		Rate Only
	Pruning of existing celtis africana tree approximately ?m high	No	1		Rate Only



Item	Description	Unit	Qty	Rates	Monthly Cost
<b>3.8</b>	<b>Pebble covering</b>				
	Covering of river stone pebbles varying in size from 20mm to 50mm diameter	m <sup>2</sup>	1		Rate Only
	<b>Rockery boulders</b>				
	Rockery boulder approximately 400mm diameter obtained from stock piles on site	No	1		Rate Only
	Tree Felling : cut off at ground level and cut tree trunk and branches to transportable size remove from site	No	1		Rate Only
	Load and removal of accumulated plant material / vegetation and disposal at approved disposal site (using skip or truck)	m <sup>3</sup>	1		Rate Only
	Compost , supply only, delivered main site	m <sup>3</sup>	1		Rate Only
	Topsoil , supply only, delivered main site	m <sup>3</sup>	1		Rate Only
	Stump grinding operator cost only, excluding rental cost	daily	1		Rate Only
	Poison spraying including pest & disease control	m <sup>2</sup>	1		Rate Only
	Scarifying and aeration	m <sup>2</sup>	1		Rate Only
	Firebreaks (seasonal) and maintenance of all gravel roads (70 – 140 km) 6 m wide, operator included, at the main site (MPC)	km	1		Rate Only
	Landscape design and works	Item	1		Rate Only
<b>4</b>	<b>IRRIGATION SYSTEM</b>				
	User note				
	Where class and type references to SANS and SANS 533-1 in the following three headings are not applicable, refer to other suitable construction standards or provide full description				
	High density polyethylene class 10 type IV piping complying with SANS 533-1 with compression couplings				
<b>4.1</b>	<b>Irrigation pipes</b>				
	20mm Pipes laid in and including trenches approximately deep	m	1		Rate Only
	Extra over polyethylene type IV pipes for compression fittings				
	20mm Fittings	No	1		Rate Only
	Extra over polyethylene type IV pipes for composite fittings comprising galvanized and compression components				
	20mm Tee assembly	No	1		Rate Only
	20mm Brass ball valve in and including suitable valve box	No	1		Rate Only
	20mm Brass ball valve assembly with 20mm inlet and 20mm outlet	No	1		Rate Only
	Mist microspray	No	1		Rate Only
	Mist sprayer on 6mm pipe 300mm high	No	1		Rate Only
	Pop-up mist sprayer on 20mm pipe	No	1		Rate Only
	Rotary pop-up sprinkler on 20mm pipe	No	1		Rate Only

Item	Description	Unit	Qty	Rates	Monthly Cost
4.2	<b>Testing</b>				
	Testing irrigation system	Item	1		
A3	<b>SECTION NO 3</b>				
5	<b>PROVISIONAL SUMS</b>				
5.1	Allow the sums of R100 000 (Hundred Thousand Rand Only for the plant hire, material and equipment not priced in the bills of quantities	Item	1	R100 000	R 100 000
	Total to collection				
<b>BILL SUMMARY</b>					
A1	<b>SECTION NO 1</b>				
	PRELIMINARIES AND GENERAL				
A2	<b>SECTION NO 2</b>				
	GROUNDS AND GARDEN MAINTENANCE				
	LANDSCAPING				
	IRRIGATION SYSTEM				
A3	<b>SECTION NO 3</b>				
	PROVISIONAL SUMS				
	Sub - Total				
	Add Contingency @ 6.5%				
	Sub - Total				
	<b>Add VAT @ 15%</b>				
	<b>Estimated Monthly Project cost</b>				

**Item H2 - Rates for Additional Work, Specialised Equipment**

Item	Description	Unit Rate	Cost (Including Vat)
1	Access to TLB	Daily	R
2	Access to Front loader (1- 2 cubic m scoop capacity)	Daily	R
3	Access to Bulldozer (Equivalent D5 Caterpillar type)	Daily	R
4	Access to Grader	Daily	R
5	Access to Cherry picker (6 - 9m height capacity, 3m reach from base)	Daily	R
6	Access to tipper truck (6 cub meter or less)	km	R
7	Access to chipper machine (driven by tractor PTO or standalone type)	Daily	R
8	Access to roll bale machine	Per bale	R
9	Access to (vertical) soil auger drilling machine / post hole digger (for preparing of hole(s) for (typically wooden) fence poles, 1m depth max, approximately 200 - 300 mm diameter hole)	Daily	R
10	Access to (portable) high pressure washer	Daily	R
11	Access to stump grinder machine (heavy duty, hire costs only) (Note : operator cost separately specified)	Daily	R
12	Access to soil scoop ("dam skrop")	Daily	R
13	Access to portable / temporary storage container, 3m wide x 6m long	Monthly	R
<b>TOTAL COST (SPECIALIZED EQUIPMENT) Important Note :</b> Specialized Equipment Rates to include " With Driver", as may be applicable			

**SECTION I: REMOTE SITES DETAIL**

**Item I1 - Musanda Properties and Remote Sites**

Site no	Building description / stand type	Total size of stand (*)	Size of garden (*)	Pool	Soccer field, Volleyball & Tennis court	Maintenance detail (*)			Maintenance frequency / personnel required	Area
						Low	Medium	High		
1	Main Site - Offices, residential, multi levels		1 067 110 m <sup>2</sup>	2 14,m x 28m 4m x8m	1	261 790 m <sup>2</sup>	374 540 m <sup>2</sup>	430 780 m <sup>2</sup>	Deploy bulk of personnel members, permanently allocated to attend to site (lawns and flower beds and paving)	Musanda, Pretoria
2	Commercial, Agricultural holding + thatch roof residences + lapa + small buildings,		124 300 m <sup>2</sup>	2	No	50 000 m <sup>2</sup>	40 000 m <sup>2</sup>	34 300 m <sup>2</sup>	Deploy three (3) personnel members, permanently allocated to attend to site (lawns and flower beds and paving)	
3	Residential, single house, 2 levels		21 590 m <sup>2</sup>	6	No		1 200 m <sup>2</sup>	20 390 m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving	Gauteng
<b>TOTAL</b>			<b>1 213 000 m<sup>2</sup></b>	<b>10</b>	<b>1</b>	<b>311 790 m<sup>2</sup></b>	<b>415 740 m<sup>2</sup></b>	<b>485 470 m<sup>2</sup></b>	<b>Also refer to applicable maintenance schedules</b>	<b>Within 20 km radius from main site</b>
						<b>Low maintenance areas include sweeping of paving and roads</b>				

(\*) Approximate sizes, includes garden areas as well as (undeveloped but maintained) grass fields on the agricultural holdings

Site Map

**LOW, MEDIUM AND HIGH MAINTENANCE AREAS AT THE Musanda MAIN SITE**

The site map of Musanda Complex illustrate the respective maintenance type areas, demarcated with colour coding, also providing area sizes

**Item I2 - SSA Remote sites**

Site no	Building description / stand type	Total size of stand (*)	Size of garden (*)	Pool	Tennis court	Maintenance detail (*)			Maintenance frequency / personnel required	Area
						Low	Medium	High		
1	Offices, commercial, 3 levels	5 000m <sup>2</sup>	1 500m <sup>2</sup>	No	No		1 000m <sup>2</sup>	500m <sup>2</sup>	Deploy three (3) personnel members, permanently allocated to attend to site (lawns and flower beds and paving)	Menlyn area, Pretoria
2	Offices, commercial, 4 levels	3 000m <sup>2</sup>	500m <sup>2</sup>	No	No		400m <sup>2</sup>	100m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving	Centurion
3	Offices, commercial, 4 levels	2 500m <sup>2</sup>	550m <sup>2</sup>	No	No		500m <sup>2</sup>	50m <sup>2</sup>	Deploy two (2) , permanently allocated to attend to site (lawns and flower beds and paving)	Sunninghill, Johannesburg
4	Residential, single house, multi-level, office use	1 400m <sup>2</sup>	500m <sup>2</sup>	Yes	No		300m <sup>2</sup>	200m <sup>2</sup>	Weekly services per month, lawns and flower beds and paving and pool	Morningside, Johannesburg



Grounds & Garden Maintenance Services at Musanda - 2024

Site no	Building description / stand type	Total size of stand (*)	Size of garden (*)	Pool	Tennis court	Maintenance detail (*)			Maintenance frequency / personnel required	Area
						Low	Medium	High		
5	Residential, single house, multi-levels	1 300m <sup>2</sup>	700m <sup>2</sup>	13,39 m x3,30 m	No		450m <sup>2</sup>	250 m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving and pool	Waterkloof Glen, Pretoria
6	Agricultural holding + thatch roof residence + lapa + small buildings	20 800m <sup>2</sup>	19 800 m <sup>2</sup>	Yes	No	15 800m <sup>2</sup>	3 500m <sup>2</sup>	500m <sup>2</sup>	Deploy two (2) , permanently allocated to attend to site (lawns and flower beds and paving)	Willows, Pretoria
7	Agricultural holding + thatch roof residence + multiple small residences	160 000 m <sup>2</sup>	140 000m <sup>2</sup>	Yes	Yes	120 000m <sup>2</sup>	19 000 m <sup>2</sup>	1 000m <sup>2</sup>	Deploy two (2) personnel members, permanently allocated to attend to site (field, lawns, flower beds and paving)	Hartebeestpoort dam
8	Residential, single house, multi-levels			2,6m X5,45 m	No			20 m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving and pool	Arcadia
9	Residential, single house, multi-levels	2 264 m <sup>2</sup>	507 m <sup>2</sup>	4,40m x 6,40m	No	430 m <sup>2</sup>	27 m <sup>2</sup>	50 m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving and pool	Wendy St

Grounds & Garden Maintenance Services at Musanda - 2024

10	Residential, single house, multi-levels		105.4m	7,70m x 3,2m	No				Weekly servicing, lawns and flower beds and paving and pool	Kromdraai St
11	Residential, single house, multi-levels	2 552 m <sup>2</sup>	452 m <sup>2</sup>	9m x 3,9m		400 m <sup>2</sup>		52 m <sup>2</sup>	Weekly servicing, lawns and flower beds and paving and pool	Milner St
<b>TOTAL</b>		<b>89 000m<sup>2</sup></b>	<b>77 550m<sup>2</sup></b>	<b>4</b>	<b>1</b>	<b>68 800m<sup>2</sup></b>	<b>6 950m<sup>2</sup></b>	<b>1 800m<sup>2</sup></b>	<b>Also refer to applicable maintenance schedules</b>	<b>Within 85 km radius from main site</b>
						<b>Low maintenance areas include sweeping of paving and roads</b>				

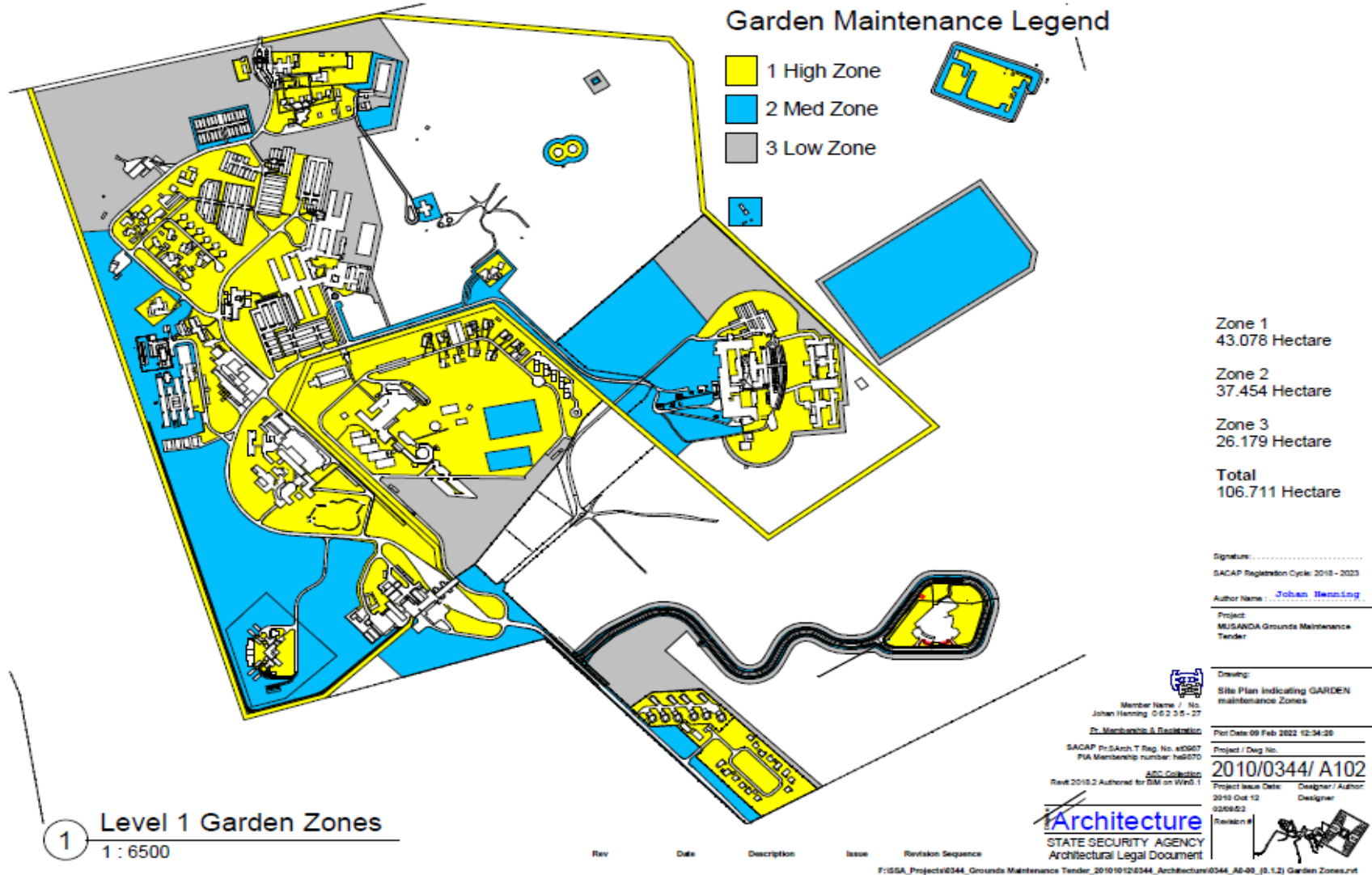
(\*) Approximate sizes, includes garden areas as well as (undeveloped but maintained) grass fields on the agricultural holdings



Site Map

**LOW, MEDIUM AND HIGH MAINTENANCE AREAS AT THE MPC MAIN SITE**

The site map of Mzwandile Piliso Campus illustrate the respective maintenance type areas, demarcated with colour coding, also providing area sizes





<b>SUBJECT</b>	<b>APPOINTMENT OF GROUNDS AND GARDEN MAINTENANCE SERVICE CONTRACT AT MUSANDA AND REMOTE SITES FOR THE PERIOD OF FIVE (5) YEARS</b>
<b>BID NUMBER</b>	
<b>DATE</b>	<b>July 2023</b>

## 1. INTRODUCTION

- 1.1 Summarize briefly your company details i.e. history, work experience and what benefits your organization can bring to SSA.
- 1.2 Understanding the Terms of Reference
- 1.3 Understanding of the prescribed terms of reference and provide any comments or suggestions on the Terms of Reference

## 2. Proposed Technical Approach

### 2.1 The Functionality and Technical Approach requires input on the following work streams:

- *Overall Integrated Project Solution, Project management and Technical Competency*
- *Technical skills and Capabilities*
- *Operations and maintenance Plan*
- *Compliance regulations and standards*

### 2.2 Overall Integrated Project Solution

Provide a comprehensive overview of your company profile, organizational structure, staff compliment, and specialist skills/trades and give examples of projects previously or currently managed.

#### 2.2.1 Company Profile with proof of established company and experience on garden maintenance

##### 2.2.1.1 Should include the following information but is not limited to:-

- *Company Profile*
- *Company Details*
- *Functional Authority*
- *Company Management Team*
- *Company Staff Compliment*
- *Project Management Structure*

#### 2.2.2 Professional structure / team to complete the grounds and garden services contracts of this magnitude

##### 2.2.2.1 Should include qualifications in the following areas:-

- *Environmental management,*
- *Landscaping technology,*
- *Logistics management*
- *Horticulture,*
- *Project Management*

#### 2.2.3 Relevant years' experience and track record in Projects of a Similar Nature, not limited to:

##### 2.3.4.1 Provide information detailing experience, services rendered, magnitude of projects managed and references thereof.

- *Number of year's active, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references.*
- *Magnitude of services rendered, challenges were effectively dealt with, and in particular when time constraints were to be adhered to.*
- *Project list must include client name, contact period, nature of services, name and contact detail of the client, value of the contract and scope of works*
- *Minimum requirements to obtain score at "acceptable level" will be confirmation of at least five (5) years of applicable experience in similar projects.*

#### 2.2.4 Completed Projects of Similar Nature

- 2.2.5.1 Provide information of recent project completed detailing the specialist skills required, professionalism, knowledge and understanding of specific requirements, not limited to:
- *Provide a minimum of five (5) projects in the form of a project list in the past five (5) years' within the built environment.*
  - *Project list must include client name, contact period, nature of services, name and contact details of the client, value of the contract and scope of works (domestic or international.)*

### **3. Technical skills and capabilities**

#### **3.1 Equipment**

- 3.1.1 Provide must indicate what equipment's are and will be available to render the services and how additional resources will be acquired when needed
- 3.1.2 This includes the following identified equipment's
- *Light delivery vehicle*
  - *Tipper Truck*
  - *Trailer*
  - *Tractor*
  - *Slasher*
  - *Push lawn mower*
  - *Walk-behind lawn mowers*
  - *Ride-on lawn mowers*
  - *Bush-cutters*
  - *Blower*
  - *Chainsaw*
  - *Hedge trimmer*

#### **3.2 Capacity**

- 3.2.1 Indicate what capacity to be deployed (or reserved) to meet the expectations of the client and will be available to render the services as described in the tender e.g.
- *General grounds workers*
  - *Supervisors*
  - *Technical expertise*
  - *Drivers*
  - *Professional team*

#### **3.3 Resource requirements and allocations per discipline**

- 3.2.1 Specific Activities resource allocations per discipline during project stage (*Re-design and development, Project Documentation, Construction phase and Close-out*). Factors should include Planning and resource allocation items such as:
- *Understanding the terms of reference,*
  - *Identifying, estimating resources required, and Activity Durations*
  - *Project Schedule and Critical Path*
  - *HR planning and resource management*
  - *Leadership style*

### **4. Operational and Maintenance Plan**

#### **4.1 Project Plan**

- 4.1.1 Provide project plan showing work breakdown structures, time frames and important milestones.
- 4.1.2 The works programme / terms or calendar should be reliable, indicate how the work will be managed, process and work flows; and how to deal with crisis management
- 4.1.3 The following items must be evaluated
- *Strategic relevance*

- *Quality of project design*
- *Nature of external context*
- *Effectiveness, which comprises an assessment of outputs deliverables, achievement of direct outcomes and the likelihood of impact*
- *Efficiency*
- *Sustainability*

## **4.2 General Risk Management**

- 4.2.1 Provide Contingency Plan with Scenarios (triggers/escalations), time period when to invoke, Description of contingency arrangements to manage continuity of supply, actions and assumptions and costing
- 4.2.2 Provide a sample outlining approach to the development of a risk register highlighting risk identification, ranking and mitigation factors for both scheduled and planned projects and the management thereof.
- 4.2.3 Traverse through the following risk impacts:
  - *List of identified risks*
  - *Risk prioritise*
  - *Action plan developed*
  - *HR deployment plan*
  - *Communication*

## **5 REGULATORY COMPLIANCE AND STANDARDS**

### **5.1 Health and Safety Promotion and Legislative Compliance**

- 5.1.1 The quality of the file required as per the OHS requirement will be scored accordingly.
- 5.1.2 Response should further address the following:
  - *In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the service provider, is required to compile a health and safety specification with all health and safety requirements pertaining to the demolition works on a construction site, to ensure the health and safety of persons working, visiting, passing, staying and/or working close to the site.*
  - *Health and safety plan that addresses the reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety*
  - *Provide preliminary Health and safety file will be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks. Clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminate. illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the demolition project*
  - *Level of skills regarding maintaining a safe and healthy work environment*
  - *Knowledge and understanding of OHS act, with the H&S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects.*
  - *Minimum requirements to obtain score at "acceptable level" will be indication and illustration of ability to meet all requirements set out in the checklist in the OHS section, measured against the norms of the industry regarding acceptable*

### **5.2 Quality of assurance method proposed**

- 5.2.1 Provide quality management plan in accordance with SANS 9000/ISO
- 5.2.2 The plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques

**SECTION K: SUMMARY**

<b>SECTION</b>	<b>DESCRIPTION</b>
<b>A</b>	Glossary of Terms
<b>B</b>	Acronyms
<b>C</b>	Terms of Reference
<b>D</b>	Works Standards
<b>E</b>	Maintenance Requirements
<b>F</b>	Service Delivery Model
<b>G</b>	Regulatory Requirements
<b>H</b>	Maintenance Pricing Schedule
<b>I</b>	Remote Sites Detail
<b>J</b>	Functional/Technical Proposal Format
<b>K</b>	Summary