

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

Description of Request	The purpose of this contract is to appoint a suitable qualified Contractor for the Provision of Facilities Management (Non-technical) Gardening and Horticulture Services to Eskom Property Management Eskom Park.
-------------------------------	---

High Level Background

Offices

The scope includes (but not limited to) the provision of the following facilities management services:

- Gardening, Horticulture Services.

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein.

1. Project Scope Introduction:

MPUMALANGA CENTRAL POINTS

Eskom Park:

Site Name	Description
1	Ground Floor 1 st floor 2 nd floor 3 rd floor Links
3	Red building/ Document Management Centre
5	Hospitality Offices
6	H-Block
8	Change Rooms
9	Kendal Properties Offices
12	Yellow Wood Building
17	Medical Centre
21	Sales & Marketing/ Contact Centre
25	Telecommunication
26	ERE Offices
27	Pension Fund Offices
28	ERE Offices
34	Offices
36	Offices
37	Offices
38	Offices
39	Offices
40	Offices
41	Offices
47	ERE Horticulture
51	Archive
52	NTCSA Offices
56	Wellness Offices
59	ERE Maintenance
61	Kendal Properties Workshop Offices
64	Offices
66	Distribution Depot
68	Distribution Depot

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

72	TSI Offices
75	Workshop Live Line
76	Work Shop
77	Workshop and Offices
78	Offices and Change Rooms
79	NTCSA Workshops & Offices
86	Step-Up Offices
104	Marula H-Block
110 – 112	Offices Under Cluster Managers
115	Offices
116	Offices
Conference Area	Offices
Conference Area	Washing Area not Intensive
Conference Area	Bowling Green
Conference Area	Workshop Offices Intensive
Conference Area	Workshop
Conference Area	Braai Area
Conference Area	Lapa Area
Main Entrance Gate	Protective Services
A & B Block Single Quarters	Offices
Emalahleni CNC	
Wheeler Court	
Privet Court	

1.1.1

Horticulture Services

The *Contractor* will be responsible for the following services:

- Lawn and grass areas

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

- Planting and maintaining bedding plants
- Landscaping
- Pest control on plants
- Tree maintenance
- Hard surfaces (Parking and Road)
- Refuse removal
- Marking of sport facility
- Vegetation control on perimeter fence, between two meters inside and outside of the facility
- Indoor plant maintenance

Area type
Lawn/Grass
Field grass/Wild grass
Shrubs/ Hedges
Flower bed
Paving
Road
Total

1.1.1.1 Indoor Plant Maintenance

List of buildings which will need to have indoor plants and plants maintenance:
Eskom Park Main Building Workshops Medical Centre All Office Entrances Plants to be provided (to remain the property of Eskom) maintained and kept in good looking order, free from dust, watered not flooded with water, fed with fertilizer and kept free of insects, and replace the deterioration and clean the containers.

1.1.1.2 **Spraying, insecticides (pesticides) and fertilization of indoor plants on “as and when required ” basis:**

Insecticides (pesticides) and fertilization of plants as below scope of work
Spraying and supply of chemicals – pesticides and fertilizers- on all indoor plants as and when required as per further details listed below:

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

The Contractor shall:

Conduct inspection of all the indoor plants as when required; identify any problems on the different types of diseases that may attack the plants; recommend the chemical to be used to solve any potential disease/s. Supply quotes for chemical spraying treatments, to be undertaken by the supplier, in line with his recommendations. In advance for Eskom's approval before treatment commences.

When quoting, dates of proposed dates for execution and manpower numbers for Eskom's safety
Induction must also be supplied. An induction date will be advised / agreed on by Eskom.

- Pickup dead leaves.
- Check the water level from the water gauges; fill up the water if necessary.
- Clean the pot plant / clean the plants using feather dust.
- Prune the dead branches of the plants/also unwanted branches shape the plant
- Checked the dead plants for replacements.
- Check the infected plants for insecticides.
- Use water buggy to water the plants.
- Shape the pot plant by removing the unwanted branches

1.1.1.3 Maintenance services specifications

- Check the soil moisture before watering the plants
- Pruning
- Replacing the dead plants
- Check the affected plant with diseases
- Remove dead leaves
- Water w/boxes using water trolley
- Check the leaks, wheels, tap connector
- Water until the level meter is maxi.
- Plants replacements

1.1.1.4 Outdoor Horticulture related Activities

Horticulture related Activities	Daily	Weekly	Monthly	Quarterly	Yearly
Apply irrigation to outdoor plants Winter		x			
Apply irrigation to plants/grass Summer	X				
Apply watering to indoor plants	X				
Checking equipment functionality/repair	X				
Cutting grass indigenous grass fields sum		x	x		
Cutting grass indigenous grass winter					
Cutting grass manicured field (Summer)		x	x		
Cutting grass manicured field (winter)					
Dam water volume level check	X				
Maintain efficient irrigation	X				
Removal of garden waste	X				
Watering of plants, grass, trees	X	x			
Cut edges from the roads		x			
Cut edges from the flowerbeds		x			
Weeding flowerbeds	X				
Protect plants from fungal diseases		x			
Choose the right insecticides	X				
Daily inspections	X				
Report Defaults	X				
Apply fertilizer indoor / outdoor					x
Establish/change to water wise plants				x	
Perform borehole water/dam water test				x	
Create and submit water analysis reports				x	
Cut edges on the walkways		x	x		
Hedging the shrubs & trees at walkways				x	
Flower power applying					x
Container beauty indoor			x		
Water wise gardening			x		
Grass weeding (broad leaf)				x	
Protect grass from herbicides			x		
Rainfall reader/ gauge	X				
Hard surface herbicides /walkways			x		
Apply insecticides treatment for plants indoor				x	
Pruning of plants indoor				x	
Pruning of trees outdoor					x
Removal of invader plants/trees					x

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

Replacements of plants/shrubs/trees				X	
Apply insecticides indoor plants				X	
Pruning roses				X	
Spring & summer lawn care			X		
Apply fertilizer to roses					X
Apply insecticides plants outdoor			X	X	
Replacements of plants indoor				X	
Create Water wise landscape plan					X
Eco system analysis & review					X
Eco system review of animal habitat					X
Perform soil testing					X
Caring /pruning of roses				X	X
Marking of sport facility (as and when required)		X			
Vegetation control on perimeter fence, between and one meter inside and outside				X	

1.1.1.5 The Water wise landscape design and resource plan introduction

- Develop a comprehensive landscape plan.
- A carefully thought-out landscape plan will enable the creation of beautiful, water-wise outdoor spaces that integrate current plants but allow for the most existing eco landscape features to be added.
- Eight fundamental steps to follow in the design and maintenance of water efficient landscape
 1. Group the plants according to their needs and consider planting fruit trees
 2. Use native and low water use plants
 3. Limit turf areas to those needed for practical purposes
 4. Use efficient irrigation system with consideration of optimal source and timing
 5. Schedule irrigation wisely in accordance with weather forecast & soil moisture
 6. Provide healthy soil
 7. Mulch over soil and around plants to reduce evaporation
 8. Regular maintenance
- Sun & shade
Morning, noon, and afternoon sun/ shade meaning keep check through your area
- Water use zones = map/divide your areas into three categories
 1. Low water use (fed primarily by rainwater)

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

2. Moderate water use (requires occasional watering consider Polymer granulates)
3. High water use (requires regular watering consider Polymer granulates)

Horticulture maintenance focus

- Low maintenance plants
- Fast growing turf grass regular mowing (incl at PV solar section)
- Fertilizing and aeration
- Low water uses for grass areas
- Ground covers and plants will need substantially less maintenance

Cost & Reporting Analysis activities

Landscape planning needs to consider the utilization of outdoor testing spaces, access and utility service reticulation. Consider implementation within specific time scales to spread the cost over several years of Horticulture plan. The low-cost resource focus via smart landscape planning will lead to binding cost saving in the long run, resulting in reduced water consumption, and maintenance.

1.1.1.5.1 General

1.1.1.5.2 Grass areas

All established garden lawns to be mowed, grass edges are to be trimmed, fertilized, top dressing and cuttings raked every week (September-April) and fortnightly (May-August)

A. FLOWER BED AREAS

All areas currently planted with shrubs and/or ground covers within the outer boundary fence line will be kept clean and neat. This will entail hand weeding, soil aeration and trimming of shrubs to maintain a groomed appearance.

B. PAVED AREAS

Sweeping of all the internal roads, weed killing on parking and paved areas is required on a regular basis, to ensure that they are always clean.

C. BANK AREAS

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

All banks are to be maintained on a regular, on-going basis and are to be maintained for the contract period. The grass undergrowth will be included in on-going maintenance

D. WATERING

Sufficient hoses are to be supplied for hand watering and sprinkling of flower bed areas on a rotational basis. Free access to Eskom water point will be available.

E. REFUSE REMOVAL

All garden cuttings and refuse is to be stacked in an appropriate holding are, then removed from site on a weekly basis.

F. CUTTING HEIGHT

Brush Cutters	Not less than 50mm Not more than 100mm
Lawn mowers	Not less than 20mm Not more than 50mm

G. SAFETY

All foreign matter, stones, etc. shall be removed prior to commencement of each cut to prevent damage to equipment, buildings, vehicles and injury to personnel and public.

H. TRIMMING

All areas indicated at the site form part of this contract, the grass against the perimeter fence as well as around buildings, manholes, paths, concrete or brick structure, flower beds etc. is to be trimmed and shall be considered as part of the grass cutting operation.

I. REMOVAL OF CUTTINGS

The contractor is responsible for the removal of grass cuttings which are to be disposed offsite.

J. SECURITY

The names and identity numbers of all workmen engaged in the work are to be submitted when the contract is awarded and shall be amended as required. The contractor shall nominate a responsible person who will oversee the site, and who must always be present whilst grass is being cut.

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

K. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

Contractors and Sub- Contractors must comply with the provisions of the OHASA and other applicable legislation.

L. APPOINTMENT OF RESPONSIBLE PERSONS

The contractor shall cause all work to be carried out under general Supervision of a responsible person appointed by the Contractor in writing in accordance with the provisions of the Regulations made in terms of the Occupational Health and Safety Requirements to be met be the Contractor and Sub-Contractor employed by Eskom.

A copy of the letter of appointment and of the appointee's written acceptance thereof shall be lodged with the Facilities Manager **BEFORE** any work on site shall commence.

1.1.1.6 SHE requirements when spraying with chemicals

Contractor's Employees must wear the following PPE:

- Respirator
- Goggles /Face shield
- Overalls (Contractor company band/logo)
- Gloves. Always wear unlined, elbow-length chemical-resistant gloves when handling all pesticides.
- Body Covering Apron
- Safety Boots (SABS approved)
- Hard hats with ear protection
- Knee guards
- Work tasks stipulating exposure risks
- Engineering controls for risk reduction

1.1.1.7 Equipment list

The below quantities are an estimated minimum requirement and the Contractor as a specialist need to allow for sufficient equipment to execute the works.

Equipment to be hired or permanently present	Number for Hire (Per Zone)	Number permanently required (Per Zone)
Tractor with Slasher	2	1

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

Scarifying machine	1	
Bakkie with trailer (minimum 1ton)	1	1
Ride-on Mowers 60 inch		2
Ride-on Mowers 40 inch with grass catcher		3
Ride-on sweeper	1	
Brush Cutters		15
Chain Saw		1
Pole Pruner		3
Boom Sprayer		3
Blowers		5
Hedge Trimmer		3
Push mowers		5

NB: Cost of equipment to consider the life span of equipment

Item	Tools	Unit	*Qty per Zone
1	Spades	Number	20
2	Forks	Number	15
3	Rake – Leaf racks	Number	20
4	Rake - Metal	Number	20
5	Picks	Number	6
6	Secateurs plus Loppers Set	Number	15
7	Hard brooms	Number	20
8	Knapsack sprayer	Number	10
9	Wheelbarrow	Number	10

1.1.1.8 Chemical list

Eskom Park

chemical type	Winter season	Summer season (8 months)
Nonselective Herbicide (800 litres per year)	As and when required	As and when required
Selective Herbicide (Broad Leave) (800 litres per year)	As and when required	As and when required
Insecticide (800 litres per year)	As and when required	As and when required

	TENDER SCOPE OF WORK Gardening and Horticulture Services for MOU Property Management	Template Identifier	240-IT042	Rev	1
		Effective Date	April 2023		
		Review Date	April 2028		

1.1.1.9 Working time and Manpower requirements

- Working times in winter season: From 07h30am to 16h00

Horticulture Service Skills Required	Eskom Park
General labour	7
Safety Officer	1
Ride-on mower/ Operators	4
Tractor Drivers	2
Brush-cutters	6
Supervisor	1
Gardener	1
Total	22

- The *Contractor* is required to provide their own staff
- Provided proposed full-time personnel structure
- Proposed operational maintenance plan/work schedule to be compiled by the *Contractor* and presented to Eskom for approval upon signature of contract agreement.