



MANDLA MAKUPULA EDUCATION LEADERSHIP INSTITUTE

25 Epsom Road Stirling, East London, REPUBLIC OF SOUTH AFRICA:


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1. SPECIFICATION

Ref No...2025/06/1168

REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER LANDSCAPING AND GARDENING MAINTENANCE SERVICES FOR A PERIOD OF 9 MONTHS AT MANDLA MAKUPULA EDUCATION LEADERSHIP INSTITUTE EAST LONDON

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Mandla Makupula Institute	B.Makaula 043-7027418	Approved /Not Approved		12 June 2025

2. SCOPE OF WORK: SPECIFICATION FOR GARDENING AND LANDSCAPING SERVICES

- a. The work will involve all gardening and garden maintenance services including grass-cutting, hedge trimming, preparation and planting of flower/shrub beds, weeding, watering, feeding of plant beds, removal of old flowers/shrubs, pruning, weeding, application of weed killer, fertilizing, soil and compost replacement, garden waste disposal, cleaning of pathways /terraces and maintenance of the entire yard and grounds of the premises including the areas around the outside of the boundary fencing.
- b. The service provider will be required to be on site 5 days a week from Monday to Friday for the provision of this service for the entire duration of the contract. A weekly log of hours worked will be recorded and submitted to Facilities Services Unit who will oversee and monitor the provision of this service.
- c. **Capacity of Service Provider:** Service Provider must be established landscape gardening service providers with appropriately qualified and experienced staff capable of providing the services required. They must submit a service proposal including CVs of proposed personnel and management and confirming that they are in a position to meet all of the Department's requirements as set out in Annexure 1 below, together with details of all equipment being provided for the performance of the services.



d.

e. Cost Proposal must provide an all-in fixed price proposal for the period in the format specified at Annexure 2. The cost of all overheads, including insurance, travel, subsistence/meals for workers, transport for workers to/from the departmental sites, gardening equipment and machinery, including fuel costs, must be included in an all-in fixed tender price.

3. ADDITIONAL REQUIREMENTS:

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

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

- b.** The above list of equipment and protective clothing is a guide to what will be required to effectively execute the task. The prospective service providers must during the site visits familiarize themselves with the sites and assess requirements over and above what is listed herein.



- c. The contractor will be required to submit Health and Safety monitoring sheet for each visit.
- d. Appropriate protection and signage to be in place whilst works are in progress to ensure the safety of departmental staff and visitors.

e. Fuel for machinery should be included in the quotation, and the contractor will ensure safe storage and transport of any fuel in accordance with Health and Safety guidelines.

f. All chemicals used must be non-hazardous to people and used according to manufacturer's instruction.

4. ELIMINATION CRITERIA

- a. Salary breakdown as per Department of Labor rates for gardeners must be attached. Failure to complete the pricing schedule and the salary breakdown (as determined by Ministerial determination will be disqualified)
- b. At least three contactable references for the similar service.
- c. Certificate of SH Level 2 for gardening and landscaping (CIDB)
- d. Letter from Workman's compensation for Compliance (COIDA)
- e. UIF certificate to be attached
- f. Proof of insurance in the form of public liability

ANNEXURE 1

DETAILED SCOPE OF WORK

AREA	TASK	PERFORMANCE STANDARD	FREQUENCY
LITTER REMOVAL AND DISPOSAL	Removal of litter from grassed areas, pavements and the outside areas around	Grassed areas, pavements and the outside areas around the boundary fencing free from cans,	Daily



	the boundary fencing. Disposal of litter as per municipal requirements.	paper and other litter including cigarette butts and dogs fouling	
	Remove all litter gathering within the scrubs and flowers	Remove all litter gathering within the shrubs and beds and leave these areas clear of litter	Daily
	Remove all litter gathering within shrubs/trees	Remove all litter gathering within these areas and leave clear of litter	Daily
MAINTENANCE OF GRASSED AREAS	Remove all leaves from grassed areas	Grassed areas free from leaves immediately following work	Daily
	Cut grass to all areas and trim edges to paths and borders	Grass must be cut	Fortnightly
	All pathways and drives to be swept and left free of grass cutting	All cuttings to be removed from site on day work completed	Immediately
	Laying of 350 m2 off grass	Area to be cleaned of existing grass and weeds and proper gated for laying of grass	
MAINTENANCE OF FLOWER BEDS	Weeding, raking, clearing of debris, removal of dead plants, replanting of waterwise plants.	Well maintained flower beds free from weeds, dead plants, and debris and replanting of waterwise plants. No weeds to be left in shrub beds	Daily Monthly weeding of flower beds



	Remove weeds from shrubs and application of weed killer.		
HEDGES AND TREE CARE	Trim and pruning of all hedges and trees in the gardens. Remove brambles and other invasive plant growth.	To be carried out in accordance with standard horticultural practice for hedges/ bush type, to remove dead/ diseased/ excess plant matter and branches overhanging in manner which interferes with the use of the footpath paths and car parking.	Weekly
	Cut back any damaged, broken branches hanging	All, areas to be left clear of wood, leaves or other material	Weekly
	Remove from site any fallen branches or trees	All areas to be left clear of wood, leaves or other material	As needed
MAINTENANCE OF FOOTPATHS, DRIVEWAYS AND AREA OUTSIDE THE BOUNDARY FENCE	Remove weed from all communal footpaths, steps, car parking areas and around the boundary wall. Clearing debris from drainage channels. Use weed killer or other appropriate methods	Areas described should always be free from weeds. Weed killer should be used in accordance with manufactures instruction Maintaining of these flowers throughout the season	Monthly Daily



ANNEXURE 2

PRICING SCHEDULE

NO	AREA	COST PER MONTH	COST FOR 9 MONTHS
1	LITTER REMOVAL AND DISPOSAL		
2	MAINTENANANCE OF GRASSED AREAS		
3	MAINTENANCE OF FLOWER BEDS		
4	HEDGES AND TREE PRUNING AND CARE		
5	MAINTENANCE OF FOOTPATHS, DRIVEWAYS AND AREA OUTSIDE THE BOUNDARY FENCE – MONTHLY SPRAYING OF WEEDS		
6	PLANTING OF NEW GRASS TO CLOSE SOIL PATCHES ROUND ABOUT 350 SQUARE METRES OF GRASS	ONCE OFF	
7	Salaries for 4 gardener's H/O		
8	Overheads Charges		
9	Total cost excluding VAT		
10	15% VAT		
	GRAND TOTAL		



1. REQUIREMENTS / CONDITIONS

PLEASE NOTE NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;

- 1.1. Quotations must reflect your LOGIS and CSD Supplier Number;
- 1.2. Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful expenditure;
- 1.3. Accommodation must be for 3-star grading or a higher grading;
- 1.4. Quotations are to be valid for 30 days;
- 1.5. Quotation is only valid when signed/stamped by the service provider;
- 1.6. Please also sign and submit the attached declaration of interest form SBD 4
- 1.7. Return date of the quotations should be within 48 hours of receipt (2 working days);
- 1.8. Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- 1.9. All invoices issued must reflect unique invoice number and order number;
- 1.10. Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- 1.11. All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- 1.12. In the case of designated sector only locally produces goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered. (Refer to paragraph 4 of this document)
- 1.13. Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- 1.14. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- 1.15. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.

2. SUBMISSION OF QUOTATIONS

- 2.1. Quotations are to be faxed to the following numbers: (040) 608 4736 or (040) 608 4633 or hand delivered to room B4 L2-36. Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.
- 2.2. To be completed by the Supply Chain Management Unit

Enquiries... ..



Telephone (040) 608 _____ Fax (040) 608 4736 for _____

3. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (THIS PARAGRAPH IS APPLICABLE ONLY TO DESIGNATED SECTORS i.e FURNITURE PRODUCTS, STEEL, PLASTIC PIPES ETC

- 3.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 3.2. Only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered,
- 3.3. Where necessary, two stage process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.,
- 3.4. A person awarded in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold,
- 3.5. The local content (LC) expressed as a percentage of the price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the price in Rand excluding value added tax (VAT)

- 3.6. Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement or of the as indicated in paragraph 4.1 below.

3.7. A quotation shall be disqualified if –

- (a) The Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the quotation documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

Bidders are required to achieve a stipulated minimum threshold for Local Production and Content as per DTI designated sector as per section 9 of the PPPFA Regulations of 2011.

4. ELIMINATION CRITERIA
STAGE 1

The purpose of this section is to determine which responses are compliant with the requirements issued herein.

- 4.1. The SBD 4, not completed comprehensively, correctly and signed.



4.2. The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted together with the bid documents. The manufacturer must indicate who his/ her Suppliers of materials will be for the duration of the contract and provide proof thereof. In this instance, the certificate of local content relating to the materials supplied must be completed by the relevant supplier and included together with the bidding documents.

5. STAGE 2 ELIMINATION IN TERMS OF STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT FOR SCHOOL FURNITURE AND OFFICE FURNITURE

Bid will be eliminated for non-completion and non -submission of the following:

- 5.1. Non-completion of SBD 6.2.
- 5.2. Non-completion and submission of annexure C (local content).
- 5.3. Non-submission of the DTI exemption letter where applicable.

6. QUOTATIONS EVALUATION CRITERIA

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPFA) and Regulations and the PPR of 2022 will be judiciously applied.

Preferential Goals	Historically	Percentage Allocated	Allocation of Points 80/20
Disadvantaged Individuals			
Women Participation		20	5
Persons with Disabilities		10	2
Promotion of Youth		20	5
Specific Goals			
Enterprises located in the Eastern Cape Province		40	6
Promotion of Military Veterans		10	2

CLAIMING OF PREFERENCE POINTS

- Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- Preference points for Locality may be allocated Preference points



allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.

- Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.
- Preference points may be allocated to other RDP goals as follows:
 - Promotion of South African owned enterprises
 - Promotion of export-oriented production to create jobs
 - Creation of new jobs or intensification of labour absorption
 - Promotion of enterprises located in the rural areas
 - Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

NB: Please provide proof of HDI and Specific Goals as indicated in the Specification to claim points. This will however be verified by the Department, using the following POE amongst others (but not limited to)

NO	Preferential Goals Historically Disadvantaged Individuals	Possible Supporting Documents
1	Women Participation	CSD report and ID copy of owner/s and proof it is owned by women
2	Persons with Disabilities	Confirmation of disability by a registered practitioner
3	Promotion of Youth	CSD report and ID copy of owner/s
4	Enterprises located in the Eastern Cape Province	Proof of residence in the form of municipal bills, title deeds and signed lease agreements
5	Promotion of Military Veterans	Certificate of registration, CSD report and ID copy of owner/s
6	In case of JV and Consortiums	Company composition documents and JV agreement indicating % allocation of work per JV partner



BIDDER'S DISCLOSURE

SBD4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise employed by the state?

Full Name	Identity Number	Name of institution	State

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements that
I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;



- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder