



## Request for Proposal

**Request for Proposal (RFP) for the provision of gardening and landscaping maintenance services to the various CSIR sites (Kwa-Zulu Natal, Western Cape and Gauteng) for a period of 5 years**

### RFP No. 3520/04/07/2022

Date of issue	Tuesday, 07 June 2022	
Compulsory briefing and site session	<b>Gauteng: Cottesloe &amp; Carlow Road</b> Cnr Rustenburg and Carlow Road, Auckland Park, Johannesburg Date: Tuesday, 14 June 2022 Time: 10H00	
	<b>Kwa-Zulu Natal: Durban</b> 359 King George V (5th) Avenue, Glenwood Date: Wednesday, 15 June 2022 Time: 10H00	
	<b>Western Cape: Stellenbosch &amp; Rosebank</b> 11 Jan Cilliers Street Date: Monday, 20 June 2022 Time: 10H00	
Last date for submission of queries	Date: Thursday, 23 June 2022	
Closing date and time for submission of proposals	Date: Monday, 04 July 2022 Time: 16H30	
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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## **SECTION A – TECHNICAL INFORMATION**

### **1. INTRODUCTION**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

### **2. BACKGROUND**

The Facilities Management and Security Services (FM & SS) is responsible for the provision of fit for purpose, facilities, infrastructure and associated services to support the CSIR core business and attract key tenants. The CSIR requires services of professional Gardening and Landscape Services Contractor to manage the gardening and landscaping maintenance of some CSIR sites located in Durban, Stellenbosch, Rosebank, Cottesloe and Carlow Road.

### **3. INVITATION FOR PROPOSAL**

Proposals are hereby invited from qualified horticultural services contractors for the provision of Gardening and Landscape Maintenance Services for various CSIR sites located in Kwa-Zulu Natal, Western Cape and Gauteng for a period of 5 years (60 months).

Bidders are required to indicate the provinces / regions they are bidding for.

### **4. PROPOSAL SPECIFICATION**

All proposals are to be submitted in a format specified in this enquiry.

The bidders shall be deemed to have inspected the CSIR sites, their environment and requirements in terms of the information specified in this RFP.

The Scope for gardening and landscaping maintenance services is limited to the CSIR Properties in the following areas:

Province	Physical Address
Gauteng	Carlow Road: Cnr Rustenburg and Carlow Road, Auckland Park, Johannesburg
	Cottesloe: Cnr Frost Avenue and Menton, Cottesloe, Johannesburg
Western Cape	Stellenbosch: 11 Jan Cilliers Street
	Rosebank: 15 Lower Hope Road
Kwa-Zulu Natal	Durban: 359 King George V(5th) Avenue, Glenwood

#### 4.1 Site Specific Scope

- 4.1.1 The recommendations in the request for proposal should provide detailed specifications on Gardening and Landscape management and maintenance strategies to be implemented by the bidder for provision of the services required by the CSIR.
- 4.1.2 The Gardening and Landscape and management strategies to be proposed should include the use of a variety of environmentally friendly, SABS approved and animal safe pesticides or chemicals. The successful bidder will be required to provide Material Safety Data Sheets (MSDS's) for the chemicals to be used for the various sites, also considering the various climatic conditions.
- 4.1.3 The service provider should demonstrate extensive experience in dealing with gardening and landscape services of similar scope and environment as that of the CSIR, with specific considerations to flora and fauna, and the health and safety of its employees.
- 4.1.4 Overall responsibility for the service provider is to manage, maintain, and protect the vegetation in an environmentally acceptable manner, in various CSIR sites according to the scope of works provided in this RFP.
- 4.1.5 To provide the necessary materials, resources, equipment, and labour required in the execution of Gardening and Landscape services required for the performance of the contract.
- 4.1.6 Propose herbicide compounds, formulations and application methods which present the lowest potential hazard to humans, animals and the environment in meeting the site specific requirements to maintain the landscape ambience, look and feel of the external environment of the various CSIR sites.
- 4.1.7 Provide non technological methods of horticulture services to protect plant species, flora and fauna according to the requirements for specific sites.

- 4.1.8 Maintenance and replacement of indoor plants.
- 4.1.9 Recommend co-ordinated Gardening and Landscape management measures and efforts which can impact facilities management efforts, eg: Pest control, waste management.
- 4.1.10 Conduct site inspections and provide full recommendations on improvements which can be made to landscaping appearance.

## 4.2 **Technical Proposal**

The following must be submitted as part of the **technical** proposal:

- Covering letter on company letterhead;
- List of similar completed and/or current projects the service provider has conducted between 2015 and 2021, the list must include company name, scope of work, contract value and project period. Information must be completed as indicated in Annexure A;
- A minimum of three (3) contactable reference letters for work completed between 2015 and 2021 from previous clients;
- A detailed CV of the Area Manager / Supervisor to be assigned to the various CSIR sites clearly indicating experience in gardening & landscaping and qualifications in Horticulture of related field; and
- Detailed methodology and approach indicating how the bidder will implement and execute the scope of work as required by the CSIR.

## 4.3 **Financial Proposal**

The following must be submitted as part of the **financial** proposal:

- Cover Letter;
- Proposed financial offer on an official company letterhead as per pricing schedule, Annexure E;
- Completed pricing schedule, Annexure E;
- Copy of valid B-BBEE certificate or valid Affidavit; and
- CSD registration report (RSA suppliers only).

## 4.4 **Mandatory Documents / Returnable Documents**

The following must be submitted as part of the mandatory requirements:

- A valid letter of good standing from the Department of Employment and Labour, Compensation Fund and/or any other private insurer;
- Provide proof of public liability cover of a minimum R 5 000 000.00;
- A valid SALI registration certificate;
- Signed Bidder Declaration Form, Annexure B, and
- Completed and Signed SBD 1 Form, Annexure F.

## **5. GARDEN AND LANDSCAPING SERVICES SCOPE OF WORKS**

The Service Provider/s will be required to provide a comprehensive program for daily, weekly, quarterly and bi-annual Garden and Landscaping service for external areas at the various CSIR Sites (Durban, Stellenbosch, Rosebank, Cottesloe and Carlow Road) which includes but not limited to the below stated scope of works. A Service Level Agreement will be entered into with the successful bidde(r)s, which will also include performance measurement scorecard and management tools to be adhered to in order to ensure efficient performance of the contract.

### **WESTERN CAPE: STELLENBOSCH & ROSEBANK**

#### **5.1 Site and Lawn Maintenance**

The following services will be rendered **weekly** in respect of lawn areas:

- Mowing of lawns;
- Trimming of edges;
- Veld grass mowing (Site Specific), including servitudes;
- Mowing lawns along pavements to a height of 25mm;
- Application of fertilizers (fertilizers supplied by the Service provider);
- Pest eradication for infected lawns and plants;
- Weed control;
- Watering (borehole water with a manually operated sprinkler system);
- Seasonal preparations for lawn: apply fertiliser & lawn dressing;
- Establishment of new lawn and beds manage;
- Application of fertiliser and compost; and
- Ensure proper garden waste removal.

- **Daily Site Cleaning and Maintenance**
- Sweeping of Walkways and Paving along buildings;
- Collections of Waste and Disposal in Waste Bins to be provided by the CSIR;
- Cleaning of grounds and driveways using hand operated battery blowers (for reduce noise levels);
- Ensuring that overall site appearance is neat;
- Removal of protruding weeds in between paving and roads; and
- Site Maintenance.

## **5.2. Perimeter Maintenance (Daily and as and when required)**

- Veld grass within the perimeter of the CSIR Sites shall be mowed to a height of 150mm, where applicable.
- Trimming of perimeter grass and removal of waste along the perimeters of the campus.

## **5.3 Maintenance of Irrigation System (Daily and as and when required)**

- Maintenance and repairs of Irrigation Systems (where such systems are present);
- Filter and nozzle cleaning to ensure proper spraying functionality;
- Identify and report damaged sprinkler;
- Replacement of sprinkler valves, valve boxes and conduit spares when necessary;
- Ponds, Water Feature and Borehole Maintenance, and
- Open broken irrigation pipe and backfill after repair.

## **5.4 Shrubs and ground cover areas (Daily and as and when required)**

- Cutting back of shrubs and bushes;
- Cultivation and weeding;
- Removal of weeds on all ground surfaces;
- Pruning;
- Application of Fertilizers; (fertilizers supplied by the Service provider)
- Watering;
- Maintenance and repairs of Irrigation Systems (where such systems are present); and
- Garden waste removal.



### **5.5 Trees (Daily and as and when required)**

- Provide strategy on maintenance of heritage protected trees or plant species;
- Provide strategy on safe removal of dead or risky trees (A site inspection on the condition of trees and recommendation will be required);
- Cultivation and weeding;
- Pruning (minimal formative pruning);
- Watering;
- Tree felling (including above 2.5M);
- Winter pruning;
- Low & dead branches, fallen branches (including above 2.5M);
- Remove fallen trees and those at risk of falling;
- Maintenance and repairs of Irrigation Systems (where such systems are present)
- Stakes and ties;
- Pest eradication on sick trees;
- Leaf litter, garden refuse and cut off removal for compost & chip purposes;
- Cutting dead and obstructive trees deemed hazardous/ risk in their growth – to be done in consultation with CSIR.

### **5.6 Paving, gravel, rock elements and gutters (Daily and as and when required)**

- Weeding;
- Sweeping;
- Cleaning;
- Leaf litter.

### **5.7 Carports (Daily and as and when required)**

- Cleaning and levelling of carport concrete;
- Removal of weeds;
- Cleaning of carport roofs.

### **5.8 Flower beds/Plants**

- Cut back of flowers and plants twice yearly;
- Feeding of roses and plants (fertilizers supplied by the Service provider);
- plant movement, soil turning and pruning;

- Seasonal preparations for plant beds: planting new plants, fertiliser and compost;
- Seasonal planting of new plants as and when required;
- Dead or dying plants.

## **5.9 Firebreaks**

- Cut all grass to a maximum height of 150mm and create a fire belt of at least 1,5 metre, or as otherwise agreed, parallel from each boundary but in accordance with Applicable Laws.

## **5.10 Maintenance of indoor plants (Daily and as and when required)**

- Weekly watering, fertilising and general arrangement;
- Daily removal of litter from pots;
- Replacement of potting soil bi-annually;
- Planting of new pot plants as and when required;
- Replacement of dead or dying plants with same plant.

## **DURBAN – KWA-ZULU NATAL:**

## **5.14 Site and Lawn Maintenance**

The following services will be rendered **daily** in respect of lawn areas:

- Mowing of lawns;
- Trimming of edges;
- Veld grass mowing (Site Specific), including servitudes;
- Mowing lawns along pavements to a height of 25mm;
- Application of fertilizers (fertilizers supplied by the Service provider);
- Pest eradication for infected lawns and plants;
- Weed control;
- Watering;
- Seasonal preparations for lawn: apply fertiliser & lawn dressing;
- Ensure garden waste removal offsite.

### **Daily Site Cleaning**

- Sweeping of Walkways and Paving along buildings;

- Emptying of external waste bins
- Cleaning of grounds and driveways using hand operated blowers;
- Ensuring that overall site appearance is neat;
- Removal of protruding weeds in between paving;
- Removal of rain water puddles as when required;
- Placement of general waste bins at the waste collection points.

#### **5.15 Perimeter Maintenance (Daily and as and when required)**

- Veld grass within the perimeter of the CSIR Sites shall be mowed to a height of 150mm;
- Trimming of perimeter grass and protruding plants;
- Monthly spraying of perimeter fence line with herbicide up to 1.0m wide.

#### **5.16 Maintenance of Irrigation System (Daily and as and when required)**

- Maintenance and repairs of Irrigation Systems (where such systems are present);
- Filter and nozzle cleaning to ensure proper spraying functionality;
- Identify and replace damaged sprinklers;
- Replacement of sprinkler valves, valve boxes and conduit spares when necessary;
- Open broken irrigation pipe and backfill after repair.

#### **5.17 Shrubs and ground cover areas (Daily and as and when required)**

- Cutting back of shrubs and bushes;
- Cultivation and weeding;
- Removal of weeds on all ground surfaces;
- Pruning;
- Application of Fertilizers; (fertilizers supplied by the Service provider)
- Watering;
- Garden waste removal offsite.

#### **5.18 Trees (Daily and as and when required)**

- Provide strategy on maintenance of heritage protected trees or plant species;
- Provide strategy on safe removal of dead or risky trees (A site inspection on the condition of trees and recommendation will be required);
- Cultivation and weeding;

- Pruning (minimal formative pruning);
- Watering;
- Tree felling (including above 2.5M);
- Winter pruning;
- Low & dead branches, fallen branches (including above 2.5M);
- Remove fallen trees and those at risk of falling;
- Stakes and ties;
- Pest eradication on sick trees;
- Cutting dead and obstructive trees deemed hazardous/ risk in their growth – to be done in consultation with CSIR;
- Removal of alien and invasive trees.

#### **5.19 Paving**

- Weeding;
- Sweeping;
- Cleaning;
- Leaf litter.

#### **5.20 Carports**

- Cleaning of carport roofs and associated gutters monthly or as when required

#### **5.21 Flower beds/Plants**

- Cut back of flowers and plants twice yearly;
- Feeding of plants (fertilizers supplied by the Service provider);
- Controlled plant movement, soil turning and pruning;
- Seasonal preparations for plant beds: planting new plants, fertiliser and compost;
- Seasonal planting of new plants as and when required;
- Removal of dead or dying plants.

### **COTTESLOE – JOHANNESBURG (GAUTENG):**

#### **5.17 Service Schedule** covers the following:

- Grass cutting of all the areas once a week;
- Daily litter control and cleaning grounds on-site;

- General waste flowerbed maintenance on all applicable areas;
- Paving, gravel, and gutters (daily and as and when required):
  - sweeping, weeding, cleaning, leaf litter and garden refuse removal.

#### **5.18 Lawn Maintenance:**

The following services to be rendered **daily** in respect of Lawn areas:

- Mowing of lawns;
- Trimming of edges;
- Veld grass mowing (site specific), including servitudes;
- Mowing lawns on pavements to a height of 25mm;
- Application of fertilizers (fertilizers supplied by the Service provider);
- Pest eradication of lawns and plants;
- Weed control;
- Watering (borehole water with a manually operated sprinkler system);
- Seasonal preparations for lawn: apply fertilizer and lawn dressing;
- Perimeter maintenance;
- Veld grass within the perimeter on-site shall be mowed to a height of 150mm (as and when required);
- Maintenance and repairs of Irrigation Systems (where such systems are present);
- Filter and nozzle cleaning to ensure proper spraying functionality;
- Identify and report damaged sprinkler;
- Establishment of new lawn and beds and subsequently manage accordingly;
- Ensure proper garden waste removal.

#### **5.19 Trees (Daily and as and when required)**

- Provide strategy on maintenance of heritage protected trees or plant species;
- Provide strategy on safe removal of dead or risky trees (A site inspection on the condition of trees and recommendation will be required);
- Cultivation and weeding;
- Pruning (minimal formative pruning);
- Watering;
- Tree felling (including above 2.5M);
- Winter pruning;

- Low & dead branches, fallen branches (including above 2.5M);
- Remove fallen trees and those at risk of falling;
- Maintenance and repairs of Irrigation Systems (where such systems are present)
- Stakes and ties;
- Pest eradication on sick trees;
- Leaf litter, garden refuse and cut off removal for compost & chip purposes;
- Cutting dead and obstructive trees deemed hazardous/ risk in their growth – to be done in consultation with CSIR.

## **CARLOW ROAD – JOHANNESBURG (GAUTENG):**

### **5.20 Service Schedule** covers the following:

- Grass cutting of all the areas once a week;
- Daily litter control and cleaning grounds on-site;
- General waste flowerbed maintenance on all applicable areas;
- Paving, gravel, and gutters (daily and as and when required):  
- sweeping, weeding, cleaning, leaf litter and garden refuse removal.

### **5.21 Lawn Maintenance:**

The following services to be rendered **daily** in respect of Lawn areas:

- Mowing of lawns;
- Trimming of edges;
- Veld grass mowing (site specific), including servitudes;
- Mowing lawns on pavements to a height of 25mm;
- Application of fertilizers (fertilizers supplied by the Service provider);
- Pest eradication of lawns and plants;
- Weed control;
- Watering (borehole water with a manually operated sprinkler system);
- Seasonal preparations for lawn: apply fertilizer and lawn dressing;
- Perimeter maintenance;
- Veld grass within the perimeter on-site shall be mowed to a height of 150mm (As and when required);
- Maintenance and repairs of Irrigation Systems (where such systems are present);
- Filter and nozzle cleaning to ensure proper spraying functionality;

- Identify and report damaged sprinkler;
- Establishment of new lawn and beds and subsequently manage accordingly;
- Ensure proper garden waste removal.

#### **5.22 Trees (Daily and as and when required)**

- Provide strategy on maintenance of heritage protected trees or plant species;
- Provide strategy on safe removal of dead or risky trees (A site inspection on the condition of trees and recommendation will be required);
- Cultivation and weeding;
- Pruning (minimal formative pruning);
- Watering;
- Tree felling (including above 2.5M);
- Winter pruning;
- Low & dead branches, fallen branches (including above 2.5M);
- Remove fallen trees and those at risk of falling;
- Maintenance and repairs of Irrigation Systems (where such systems are present)
- Stakes and ties;
- Pest eradication on sick trees;
- Leaf litter, garden refuse and cut off removal for compost & chip purposes;
- Cutting dead and obstructive trees deemed hazardous/ risk in their growth – to be done in consultation with CSIR.

#### **5.23 Compliance with SHE requirements**

The service provider shall, at all times, comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure D, Site SHEQ file content.

### **6. ADDITIONAL SERVICES FOR VARIOUS CSIR SITES**

#### **6.1 Management of Fauna & Flora (Daily and as and when required)**

- Monitor wildlife & field areas;
- Report injured/sick animals to Facilities Management & assist with caring;
- Eradicate noxious weeds;
- Protect, control and prevent from spread of alien plants or weeds.

### **Invasive Plant Management (Daily and as and when required)**

- Eradicate weeds and other invaders (eg: Kakiebos & Lantana );
- Manage an Invasive tree management program will be required in line with required legislation ie. Conservation of Agricultural Resources Act, National Environmental Management Biodiversity Act, etc.
- Suppliers should demonstrate knowledge and skill in Biodiversity management; and
- Provide the CSIR with recommendations on the control, care and in the prevention of the spread of invasive species of plants.
- Fertilizer – adhoc service
  - Lawns and beds
  - Lawn replanting as and when required.

## **7. LABOUR**

7.1 The Service Provider/s will supply CSIR with a permanent (full-time) landscaping and gardening services team which comprises of the following proposed staff compliment at various CSIR sites:

Site	Role	Staff Compliment
Gauteng - Carlow Road	Gardener	1
Gauteng - Cottesloe	Gardener	1
KZN - Durban	Gardener	1
Western Cape - Stellenbosch	Gardener	1
Western Cape - Rosebank	Gardener	1

- 7.2 The expected staff is expected to be knowledgeable and demonstrate the required expertise in caring for plants, horticultural experience and landscaping knowledge.
- 7.3 The proposed staff compliment need be maintained throughout the contract duration and should be sufficient to render day to day gardening requirements to ensure the facility is adequately maintained.
- 7.4 The service provider will be required to screen the employees to assigned to this contract, conduct medical fitness and provide training thereof.
- 7.5 The service provider should also demonstrate ability to absorb current staff complement.



- 7.6 The number of staff to be assigned per site should be clearly indicated, including the job descriptions and CV's to be provided.
- 7.7 The service provider should determine the number of staff to be assigned per site, including relief staff.
- 7.8 The service provider shall, at all times, comply with employment legislation as prescribed by the Department of Employment and Labour and ensure fair labour practice.
- 7.9 The service provider must indicate a pay date for its employees.

## **8. EQUIPMENT**

- 8.1 The service provider will be expected to provide all equipment required for the rendering of the service without interruption, including those to be used for ad-hoc services. An inventory list must be submitted for all equipment.
- 8.2 The costs for provision and maintenance of equipment, tools and gardening services machinery shall be borne by the service provider.
- 8.3 The CSIR will avail storage premises for the above equipment.
- 8.4 The service provider will be required to provide tools or equipment for performance of Ad Hoc services.
- 8.5 The service provider shall provide free of charge to their workers for the necessary Personal Protective Equipment for the performance of the contract.
- 8.6 The service provider shall ensure compliance of their vehicles / equipment with relevant legislation/s for the duration of the contract. These vehicles / equipment shall be operated by licenced and competent operators.

## **9. CSIR OPERATIONS**

The CSIR operates on an 8 hour shift routine from Monday to Friday for the majority of its operations. The gardening service times should commence from **07h00 – 16h00** for the team.

Weekend work will be required at times for noisy or work which cannot be done during normal working hours without interrupting other on site operations.

## **10. CONTRACTOR'S OBLIGATIONS**

### **10.1 Safety, Health and Environment (SHE) requirements**

The service provider shall comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure G, Site SHEQ file content.

The service provider shall ensure that personnel to be assigned for this contract are adequately trained on material and equipment safety in respect of their duties. Refresher and outlined training and development programmes should be held on a continuous basis and proof of participation provided to the CSIR.

The service provider shall provide their staff with Personal Protective Equipment (PPE) in a form of uniform, headgears (goggles, visors, masks); safety shoes, gloves, etc for efficient performance of their duties.

All safety equipment, PPE, Chemicals etc. shall be approved according to the legislated industry standards, thus SABS,

### **10.2 Security and Identification**

The CSIR will issue the service providers' personnel with personal identification cards provided the service provider can provide proof that the assigned personnel are under their employ. The costs for the CSIR identification cards will be carried by the service provider.

It is the responsibility of the service provider to ensure that proper identification of their staff in their company's uniform is provided.

The successful bidder will be required to conduct background checks and proper vetting of the personnel to be assigned for this contract, then provide evidence of such reports to the CSIR.

The service providers' personnel will be required to at all times wear their uniforms to be supplied by the service provider, at their cost, bearing the name and logo of the service provider.

### **10.3 Medical Fitness**

The Contractor shall ensure that all the workers are certified medically fit by a registered Occupational Health Nursing Practitioner. The service providers personnel must be covered for health insurance purposes and such cover will be at the service provider's cost.

### **10.4 Professional Registration**

The service provider shall be required to provide valid proof of registration with the South African Landscapers Institute (SALI) and submit such proof with the bid. Registration with other relevant industry bodies shall be to their advantage.

### **10.5 First Aid**

- The service provider shall be responsible for the provision and replenishing of first aid boxes, which shall be under the control of a trained first aid provider.
- In cases of emergency, the supervisor on site shall refer the incident to the on-site clinic to assess the situation or assistance.

### **10.6 Fair Labour Practice**

The service provider is expected to comply with all Department of Employment and Labour legislation, Codes of Conduct and Fair Labour Practices.

### **10.7 Insurance**

The service provider is required to have Public Liability Insurance to the value of R5 million and/ or above. Proof to be submitted with Bid.

### **10.8 Relief Staff**

- The service provider will provide relief-staff, in the event of labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave provided that CSIR's Site Support Manager is given reasonable notice and details of this.
- The service provider will bear all costs related to the provision of relief staff.

### **10.9 Contract Management**

- The service provider shall appoint a Contract Manager as point of contact with the CSIR

Site Support Manager and CSIR Contract Manager for all service requests and ensuring compliance with service level agreements;

- The service provider's Contract Manager shall prepare and submit a consolidated monthly landscaping and gardening maintenance report with performance measurement scorecard to the CSIR Contract Manager and Site Support Managers for Durban, Stellenbosch, Rosebank, Cottesloe and Carlow Road;
- Attend to monthly and quarterly contract performance review meetings, ensure remedial actions are implemented and improved contractor performance.

## **11 PERFORMANCE MANAGEMENT**

### **11.1 Supervision**

The service provider will:

- At all times during the rendering of the contracted services ensure strict and effective supervision of the work and of its employees.
- At all times respond to the reasonable instructions or requests of the CSIR Site Support Manager.
- Furnish CSIR Site Support Manager(s) and CSIR Contract Manager with a monthly plan/schedule, detailing the manner in which all areas on the various CSIR sites needing the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.
- Furnish CSIR Contract Manager and Site Support Manager with a monthly report stating services delivered as well as progress made in implementation of the plan/schedule furnished to CSIR.
- Furnish CSIR with plans to deliver on undelivered services and reasons for omitted services as part of the monthly report. Plans to prevent reoccurrences will also be part of the report.

### **11.2 Control of Works**

- The service provider shall be responsible to provide records for services rendered, consumables used, equipment and any applications it may deem necessary for the execution of the service. This shall form part of the monthly reporting.
- The expected response time, upon request for services will be forty eight (48) hours.

### **11.3 Service Level Agreement and Penalties**

- The service provider will sign a Service Level Agreement with the CSIR to ensure scope of work is achieved and continually monitor the quality of the landscaping and gardening service rendered through a performance measurement scorecard.
- Penalties will be imposed on sub-standard or unacceptable work.
- Poor contractor performance, if not resolved timeously within stipulated time frames and to the satisfaction of CSIR management, could result in termination of the contract.

### **11.4 Complaints Register**

- A complaint register, in which complaints in respect of the service have been recorded, will be made available at an agreed point or points per building.
- The supervisor will be required to check the entries in the book(s) on a daily basis to ascertain what complaints have been made and to ensure that these receive attention within 24 hours at the most. Complaints will need to be resolved within 48 hours, will be registered in writing with the CSIR Site Support Manager.
- All complaints shall be included in the monthly performance report and performance measurement scorecard indicating the nature of the complaint and remedial actions implemented.

## **12 ELIMINATION CRITERIA**

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect e-mail address;
- Failure to attend the compulsory briefing session / site inspection;
- Failure to submit proof of Public Liability Cover to a minimum of R 5 000 000.00. Insurance document not more than three (3) months old clearly stipulating the amount of cover for public liability purposes must be submitted;
- Failure to submit a letter of Good Standing with the Department of Employment and Labour, Compensation Fund or any other private insurer;
- Failure to submit proof of SALI registration certificate, and
- Non - submission of a completed and signed Bidder Declaration Form, Annexure B.

### 13 FUNCTIONAL EVALUATION

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

#	Functional Evaluation Factors	Evaluation Criteria Description	Weighting (%)
1	Company Experience	<ul style="list-style-type: none"> <li>The bidder must demonstrate the company's relevant experience in providing similar landscaping and gardening services to commercial / corporate establishments. The bidder to include a list of previous and current projects between 2015 and 2021, inclusive of company name, scope of work, project value, period and contactable reference name and number.</li> <li>The bidder must provide proof of membership registration with South African Landscapers Institute (SALI).</li> </ul>	10
2	Area Manager / Supervisor Experience	<ul style="list-style-type: none"> <li>The bidder must submit a detailed CV of the Area Manager / Supervisor as a point of contact for the CSIR, which must include a minimum of 5 years' experience in landscaping and gardening and submit copies of qualification(s) in Horticulture or related field.</li> </ul>	10
3	References	<ul style="list-style-type: none"> <li>Performance of the bidder on past contracts and current contracts: The bidder must submit reference letters for current and similar contracts from key personnel managing the contracts.</li> <li>The bidder must provide a minimum of three (3) contactable reference letters from different service providers for rendering similar landscaping and gardening services to commercial/ corporate establishments between 2015 and 2021.</li> <li>Site visits may be conducted for due-diligence.</li> </ul>	20
4	Methodology and Approach	<ul style="list-style-type: none"> <li>The bidder must demonstrate their understanding of the scope of work and expectations of CSIR as outlined in this document which includes at least the following key aspects: <ul style="list-style-type: none"> <li>Site lawn maintenance plan;</li> <li>Site cleaning maintenance plan;</li> <li>Plan for tree maintenance and safe removal of sick/ dead trees including tree felling;</li> <li>Management of composting and the composite site;</li> <li>Maintenance of indoor plants, fire breaks, etc.</li> <li>Maintenance plan for irrigation systems</li> <li>Maintenance plan for shrubs and grounds to ensure appearance of all areas are neat and looking good.</li> </ul> </li> </ul>	40

		<ul style="list-style-type: none"> <li>○ A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this tender must be provided.</li> <li>• The bidder must state their proposed resource/ capacity plan: equipment/ machines, skills, chemicals, to be utilised, owned or leased as well as staff to carry out the contract.</li> </ul>	
<b>5</b>	<b>SHE Plan and Performance Report</b>	<ul style="list-style-type: none"> <li>• Generic SHE plan taking into consideration humans, climate, animals and flora within CSIR Pretoria sites as guided by the SHEQ File Content (Annexure D).</li> <li>• SHE performance report between 2020 and 2022 indicating completed cases, pending cases and strategies implemented on the following: <ul style="list-style-type: none"> <li>○ Number of reportable incidents to external authorities i.e Depart of Labour, Compensation Commissioner etc</li> <li>○ Number of non-disabling injuries</li> <li>○ Number of environmental incidents</li> <li>○ Number of property damage incidents</li> <li>○ Number of near misses.</li> </ul> </li> </ul>	<b>10</b>
<b>6</b>	<b>Staff Welfare</b>	<ul style="list-style-type: none"> <li>• Promotion of Staff welfare (employee value proposition) and corporate social responsibility.</li> </ul>	<b>10</b>
<b>TOTAL</b>			<b>100</b>

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.
- Refer to Annexure D for the scoring sheet that will be used to evaluate functionality.

#### **14 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

## SECTION B – TERMS AND CONDITIONS

### 15 BRIEFING SESSION PROTOCOL

Please take note of the following Safety Protocols to follow when visiting the CSIR site for the briefing session/site inspection:

#### a. Prior to site visit

- i) Only a maximum of two delegates from each company/bidder will be allowed on site.
- ii) All bidders/contractors must prior to visiting the CSIR site complete the online COVID-19 symptom screening questionnaire via the following link - <https://screen.csir.co.za/>
- All bidders attending the compulsory briefing session must prior to the visit watch the CSIR Safety and Health video via the following link - <http://streaming.csir.co.za/View.aspx?id=9264~4v~6hmMEM7b> (Please view this video prior to visiting any of the CSIR sites).
- All bidders must watch the COVID-19 Visitors induction video <https://www.youtube.com/watch?v=XD4NDvtO8ck> (Please view this video prior to visiting any of the CSIR sites).
- Any special requests for Personal Protective Equipment relating to the area to be inspected must be stated upfront

#### b. Entrance to a CSIR site

- i) All bidders/delegates must wear a cloth face mask on entrance and at all times during the site inspection
- ii) The Covid-19 self-screening questionnaire must be completed on the morning of entry to the site and a screenshot of the result must be shown to Security.
- iii) All delegates will subject to temperature screening at the gates using a non-contact temperature scanner and any person with a temperature of 38 C and above will not be allowed entry

#### c. Conduct during site visit

- i) All Covid-19 precautionary measures as explained in the videos and induction must be obeyed
- ii) Masks must be worn for the duration of the visit



- iii) Hand-sanitizer will be made available at the entry points to buildings and at the meeting venue
- iv) No pens, paper or other stationary will be distributed. Bidders need to bring their own pens, notepads, etc to avoid sharing or passing of items
- v) Social distancing of at least 2m must be maintained at all times
- vi) Where items for inspection need to be handled, sanitizer must be used by the delegate prior to and after handling/touching the item
- vii) Depending on the available space at the inspection site, the number of delegates allowed at a specific may be limited to allow for social distancing
- viii) No refreshments will be served during the site inspection
- ix) Should a delegate not feel well during an inspection they need to immediately alert the host and the Medical Assistance will be contacted for assistance

## **16. PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 16.1 All proposals must be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za)
- 16.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 16.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 16.4 The naming/labeling syntax of files or documents must be short and simple
- 16.5 All documents submitted electronically via e-mail must be clear and visible.
- 16.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **17. TENDER PROGRAMME**

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Tue, 7 June 2022
- Compulsory briefing session / site inspection: Gauteng - Tue, 14 June 2022  
KZN – Wed, 15 June 2022  
WC – Mon, 20 June 2022

- Last date for submission of queries: Thur, 23 June 2022
- Closing / submission Date: Mon, 4 July 2022

## **18. SUBMISSION OF PROPOSALS**

- 18.1 All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.
- 18.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 18.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:  
PART 1: Technical Proposal RFP No.: 3520/04/07/2022  
PART 2: Pricing Proposal RFP No.: 3520/04/07/2022
- 18.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.
- 18.5 Proposals submitted must be in the following file formats:
  - PDF

## **19. DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **Monday, 04 July 2022** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

## **20. AWARDING OF TENDERS**

- 20.1 The Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

## **21. EVALUATION PROCESS**

### **21.1 Evaluation of proposals**

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE.

Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase (a) includes the evaluation of **price** and **B-BBEE** status and second phase (b) includes **site visits** and **verification of submitted reference checks**

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

## **21.2 Preference Points System**

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

## **22 PRICING PROPOSAL**

- 22.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled.
- 22.2 Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 22.3 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 22.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 22.5 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering

costs of any service, for the execution of the contract;

**\*\*Non-firm price is all prices other than “firm” prices.**

22.6 Payment will be according to the CSIR Payment Terms and Conditions.

## **23 VALIDITY PERIOD OF PROPOSAL**

Each **proposal** shall be valid for a minimum period of four (4) months calculated from the closing date.

## **24 APPOINTMENT OF SERVICE PROVIDER**

24.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

24.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

## **25 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with **“RFP No 3520/04/07/2022 - Provision of gardening and landscaping maintenance services to the various CSIR sites (Kwa-Zulu Natal, Western Cape and Gauteng) for a period of 5 years”** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## **26 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFP must be in English.

## **27 COST OF PROPOSAL**

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

## **28 CORRECTNESS OF RESPONSES**

- 28.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 28.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **29 VERIFICATION OF DOCUMENTS**

- 29.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 29.2 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

## **30 SUB-CONTRACTING**

- 30.1 A tenderer will 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 exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 30.2 A tenderer 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 exempted micro enterprise that has the capability and ability to execute the sub-contract.

## **31 ENGAGEMENT OF CONSULTANTS**

The consultants will only be remunerated at the rates:

- 31.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 31.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 31.3 Prescribed by the body - regulating the profession of the consultant.

## **32 TRAVEL EXPENSES**

- 32.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
- 32.2 Only economy class tickets will be used.
- 32.3 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
- 32.4 No car rentals of more than a Group B will be accommodated.

## **33 ADDITIONAL TERMS AND CONDITIONS**

- 33.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 33.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 33.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
  - Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;
  - Proof of ownership/shareholder certificates/copies; and
  - Company registration certificates.
- 33.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 33.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **34 THE CSIR RESERVES THE RIGHT TO**

- 34.1 Extend the closing date;
- 34.2 Verify any information contained in a proposal;
- 34.3 Request documentary proof regarding any tendering issue;
- 34.4 Give preference to locally manufactured goods;

- 34.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 34.6 Award this RFP as a whole or in part;
- 34.7 Cancel or withdraw this RFP as a whole or in part.

**35 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

**36 ANNEXURE A - SCHEDULE OF BIDDER'S REFERENCE INFORMATION**

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done between 2015 and 2021 must be provided. Duplications of this document may be done.

[illegible]



**37 ANNEXURE B - DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No:** .....

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No.** ..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2 .....

## 38 ANNEXURE C - RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

As a minimum the bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –			
PART 1: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes			
SUBMITTED		YES	NO
1	Company profile		
2	Completed SBD 1 Form		
3	Completed Declaration Form		
4	CV and qualification of the Area Manager / Supervisor		
5	Public Liability Cover		
6	Valid (UIF) Certificate		
7	Certificate of Good Standing (COIDA)		
8	Proof of registration and membership with SALI		
9	Reference letters		
10	Clear methodology and approach		
11	Safety, Health and Environmental plan as per Annexure D		
12	SHE performance report		

PART 2: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract			
13	Pricing Proposal		
14	Valid B-BBEE certificate or sworn affidavit		
15	CSD registration report		

The bidder must also refer to the RFP document for any other relevant documents that need to be submitted with this request.

**THE DOCUMENTS MUST BE CLEARLY ANNEXURED IN THE SUBMISSION FOR EASE OF REFERENCE.**

### 39 ANNEXURE D – FUNCTIONAL EVALUATION SCORING SHEET

Functional Evaluation Factors	Evaluation Criteria Description	Proof Required	Score Allocation		Weighting (%)
Company Experience	<ul style="list-style-type: none"> <li>The bidder must demonstrate the company's relevant experience in providing similar landscaping and gardening services to commercial / corporate establishments. The bidder to include a list of previous and current projects between 2015 and 2021, inclusive of company name, scope of work, project value, period and contactable reference name and number.</li> </ul>	<ul style="list-style-type: none"> <li>The bidder must provide a list of completed and current projects between 2015 and 2021. Projects <b>must be</b> similar in scope and contract value.</li> </ul>	No submission – 0 point 1 - 2 projects – 3 points 3 – 4 projects – 5 points 5 – 7 projects – 8 points >8 projects – 10 points	5%	10%
	<ul style="list-style-type: none"> <li>The bidder must provide proof of membership registration with South African Landscapers Institute (SALI).</li> </ul>	<ul style="list-style-type: none"> <li>Valid SALI membership certificate.</li> </ul>	No submission - 0 point Submission - 5 points	5%	
Area Manager / Supervisor Experience	<ul style="list-style-type: none"> <li>The bidder must submit a detailed CV of the Area Manager / Supervisor, as a point of contact to the CSIR, which must include a minimum of 5 years' experience in landscaping and gardening and submit copies of qualification(s) in Horticulture or related field.</li> </ul>	<ul style="list-style-type: none"> <li>Area Manager / Supervisor must have a minimum of 5 years' experience in managing garden and landscaping projects.</li> </ul>	No experience – 0 point 1 - 2 years – 3 points 3 – 4 years – 5 points 5 – 7 years – 8 points >8 years – 10 points	5%	10%
		<ul style="list-style-type: none"> <li>Qualification/s of Area Manager / Supervisor in Horticulture or related field</li> </ul>	No qualification – 0 point Higher Certificate – 5 points National Diploma – 8 points B-Tech / Degree – 10 points	5%	

<b>References</b>	<p>Performance of the bidder on past contracts and current contracts: The bidder must submit reference letters for current and similar contracts from key personnel managing the contracts. The bidder must provide a minimum of three (3) contactable reference letters from different service providers for rendering similar landscaping and gardening services to commercial/ corporate establishments between 2015 and 2021.</p> <p>Site visits may be conducted for due-diligence.</p>	<ul style="list-style-type: none"> <li>○ Contactable References for similar work/projects undertaken between 2015 and 2021.</li> <li>○ Completed reference form for <b>each</b> reference letter. Letters must be dated and signed.</li> <li>○ Completed projects / sites of similar projects must be accessible for vetting purposes.</li> </ul>	<p>No submission – <b>0 point</b>  1- 2 reference letters – <b>3 points</b>  3 – 4 reference letters – <b>5 points</b>  5 – 7 reference letters – <b>8 points</b>  &gt;8 reference letters – <b>10 points</b></p>	20%
<b>Methodology and Approach</b>	<ul style="list-style-type: none"> <li>• The bidder must demonstrate their understanding of the scope of work and expectations of CSIR as outlined in this document which includes at least the following key aspects: <ul style="list-style-type: none"> <li>○ Site lawn maintenance plan;</li> <li>○ Site cleaning maintenance plan;</li> <li>○ Plan for tree maintenance and safe removal of sick/ dead trees including tree felling;</li> <li>○ Management of composting and the composite site;</li> <li>○ Maintenance of indoor plants, fire breaks, etc.</li> <li>○ Maintenance plan for irrigation systems</li> <li>○ Maintenance plan for shrubs and grounds to ensure appearance of all areas are neat and looking good.</li> </ul> </li> <li>• A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this tender must be provided.</li> <li>• The bidder must state their proposed resource/ capacity plan: equipment/ machines, skills, chemicals, to be utilised, owned or leased as well as staff to carry out the contract.</li> </ul>	<ul style="list-style-type: none"> <li>○ Key aspects documented demonstrating understanding of scope of work and expectations of CSIR.</li> <li>○ A detailed approach, methodology and tools on how the bidder will assist CSIR in achieving the objectives of this tender provided.</li> <li>○ Resource / capacity plan including machines, equipment, personnel to be assigned to the contract (Gardening and Landscape Officers etc.).</li> </ul>	<p>Non-submission – <b>0 point</b></p> <p>Methodology and approach submitted and omits important aspects – <b>3 points</b></p> <p>Methodology and approach submitted and covers key aspects of the tender – <b>5 points</b></p> <p>Methodology and approach is specifically tailored to suit the key aspects and will meet the CSIR needs. The bidder has indicated the resources plan or capacity to perform the services, including chemicals, equipment and staff to carry out the contract. – <b>8 points</b></p> <p>Methodology and approach is innovative, well-articulated and synchronise with the scope of work and deliverables. The bidder has clearly indicated the resources plan or capacity to perform the services, including vehicles, equipment and staff to carry out the contract. – <b>10 Points</b></p>	40%

<b>SHE Plan and Performance Report</b>	<ul style="list-style-type: none"> <li>Generic SHE plan taking into consideration humans, climate, animals and flora within CSIR Pretoria sites as guided by the SHEQ File Content (Annexure D).</li> <li>SHE performance report between 2020 and 2022 indicating completed cases, pending cases and strategies implemented on the following: <ul style="list-style-type: none"> <li>Number of reportable incidents to external authorities i.e Depart of Labour, Compensation Commissioner etc</li> <li>Number of non-disabling injuries</li> <li>Number of environmental incidents</li> <li>Number of property damage incidents</li> <li>Number of near misses.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Generic SHE plan taking into consideration humans, climate, animals and flora within CSIR campuses as guided by the SHEQ File Content. (Annexure D).</li> <li>SABS approved herbicides, pesticides and demonstration of environmentally friendly standard operating procedures to be implemented.</li> <li>SHE performance report between 2020 and 2022</li> </ul>	Non-submission <b>- 0 point</b>	10%
			SHE Plan and Performance Report submitted but covers some cases and strategies <b>- 3 points</b>	
			SHE Plan and Performance Report submitted and meets the minimum requirements <b>- 5 points</b>	
			SHE Plan is submitted and tailored made to suit the key aspects of the RFP. SHE Performance Report is submitted and covers root causes and corrective actions on reported cases. <b>- 8 points</b>	
			SHE plan is of excellent quality and acceptable. SHE Performance Report demonstrates innovative approach in responding and managing SHE incidents. <b>- 10 Points</b>	
<b>Staff Welfare</b>	<ul style="list-style-type: none"> <li>Promotion of staff welfare (employee value proposition and corporate social responsibility).</li> </ul>	<ul style="list-style-type: none"> <li>A written and approved employment policy inclusive of pay / salary date, on company letterhead, indicating conditions of employment as per BCEA requirements and associated benefits such as medical support, job security, categories of leaves.</li> </ul>	Non- submission <b>- 0 Point</b>	10%
			Employment policy submitted and is not approved employment policy and inconsistent with BCEA requirements <b>- 3 Points</b>	
			Approved Employment Policy meets CSIR and BCEA requirements and acceptable. <b>- 5 Points</b>	
			Approved Employment Policy of excellent quality and synchronise with the scope of work and deliverables. <b>- 10 Points</b>	

TOTAL				100%

## 40 ANNEXURE E – PRICING SCHEDULE

### 40.1 CSIR SITES PRICING

Item #	Description	Montlhy Service Fee (Excl. VAT)	Annual Service Fee (Excl. VAT)
1	Garden and Landscaping Services: <b>Cottesloe</b>		
	Garden and Landscaping Services: <b>Carlow Road</b>		
	Garden and Landscaping Services: <b>Stellensoch</b>		
	Garden and Landscaping Services: <b>Rosebank</b>		
	Garden and Landscaping Services: <b>Durban</b>		
Sub Total			
VAT @15%			
Total Cost			

## 40.2 PRICING SUMMARY

	Year 1		Year 2		Year 3		Year 4		Year 5	
Description	Monthly Rate (Excl. VAT)	Year 1 Rate (Excl. VAT)	Monthly Rate (Excl. VAT)	Year 2 Rate (Excl. VAT)	Monthly Rate (Excl. VAT)	Year 3 Rate (Excl. VAT)	Monthly Rate (Excl. VAT)	Year 4 Rate (Excl. VAT)	Monthly Rate (Excl. VAT)	Year 5 Rate (Excl. VAT)
Johannesburg: Cottesloe										
Johannesburg: Carlow Road										
Western Cape: Stellenbosch										
Western cape: Rosebank										
KZN: Durban										
<b>Subtotal</b>										
<b>15% VAT</b>										
<b>Total Service Fee</b>										

Note:

- Bidders who want to bid for a particular region may do so by indicating clearly which regions they are bidding for.
- Please also provide price proposal on your official company letter head



### 40.3 PRICING PROPOSAL FORM

#### THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....  
.....  
..... Rand (in words);      R ..... (in figures),

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)**

**Name(s)**

**Capacity**

**For the Bidder**

**Name                      and**

**signature                of**

**witness**

**Date**

#### 40.4 COSTS FOR LABOUR

Description	Cost per Employee
Monthly Salary : Contracts Manager	
Monthly Salary : Gardener	
Normal Working Hours Rate Per Hour (8 hours, Mon - Fri)	
Statutory Holidays	
Saturdays	
Sundays	

The breakdown of Salaries should also include the following components given in accordance with the current salary scale per 8 hour shift (Incl. VAT).

Salary Component	Normal Working Shift Worker	Overtime Shift Worker
Basic salary	R per hour	R per hour
Leave Contribution	R per hour	R per hour
Unemployment Insurance Fund	R per hour	R per hour
Legislated Council Services Fees	R per hour	R per hour
Workmen's Compensation	R per hour	R per hour
Severance pay	R per hour	R per hour
Other (Please specify)	R per hour	R per hour
Other (Please specify)	R per hour	R per hour
TOTAL	R per hour	R per hour

#### 40.5 CONSUMABLES / AD HOC SERVICES

Description	Year 1 Rate (Incl. VAT)	Year 2 Rate (Incl. VAT)	Year 3 Rate (Incl. VAT)	Year 4 Rate (Incl. VAT)	Year 5 Rate (Incl. VAT)
Installation of Sprinkler valves and other equipment					
Laying or replanting of new lawn					

#### 40.6 INSURANCE COVER

The Amount of public liability insurance: R .....

(Attach a copy of the renewal notice of the insurance policy to your tender)

**41      ANNEXURE F – SBD 1 FORM**

## 42 ANNEXURE G – Site SHEQ File Content

<b>SHEQ requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)			
SHE Appointment letters			
COVID-19 Compliance Officer Appointment letters			
SHEQ policy			
A valid letter of good standing from COIDA or any other private insurer i.e. RMA			
SHE Committee minutes			
SHEQ Training records			
SHE Risk assessments			
COVID-19 Risk assessments			
Waste management plans and records			
Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).			
COVID-19 Work plan			
COVID-19 Daily screening of the workers			
PPE issue records			
Material Safety Data Sheets (training of personnel on MSDS's or cleaning chemicals).			
Medical surveillance schedules			
Asbestos Register where applicable			
Environmental Aspects and Impacts Registers			
Environmental Objectives and Targets			
Environmental Risk Assessments			
Environmental Incident Register			
Environmental authorisations and permits			
Environmental Training and Awareness records			
Waste disposal certificates and manifestos			
Commitment to continual improvement			

### NOTE:

1. Know where the records are kept for evidence of completed work.
  2. Know the controls in place for verification or validation of results.
  3. Ensure that all procedures/ work instructions have a unique document number.
- ☐ Be prepared to share records/documents via virtual platforms if required.