

TERMS OF REFERENCE (TOR)

RFQ 98/2024/HPCSA: PROVISION OF LANDSCAPING AND GARDENING SERVICES

GENERAL TENDER INFORMATION

RFQ ADVERTISED	24 June 2024
RFQ CLOSING DATE/TIME	08 July 2024 (12h00 – Local SA Time)
COMPULSORY BRIEFING SESSION / SITE VISIT	01 July 2024 (12h00 – Local SA Time)
VENUE FOR SITE VISIT	HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001
HPCSA RFQ REPRESENTATIVES	Ms. Salome Ledwaba Tel No: +27 12 402 1828 Email: Salomel@hpcsa.co.za
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

1. PURPOSE:

The purpose of this specification is to solicit responses from qualified contractors for the provision of Horticultural and gardening services at the HPCSA premises in Pretoria.

2. BACKGROUND:

2.1 The HPCSA owns three (3) buildings situated at Madiba Street in Arcadia Pretoria. The services specified below will be required in all these buildings:

- 553 Madiba Street (Main Building) – Office Building
- 572 Madiba Street (Metroden Building) – Office Building
- 68 Madiba Street - Garage Parking

2.2 Two (2) buildings (Main building and Metroden) are multi-storey buildings which are used as office space. The Main Building's ERF size is approximately 2 017m² and Metroden building is ERF size approximately 899m². However, the external garden space is estimated to be approximately 600m² for the two buildings combined and indoor gardening services include but not limited to, upkeep and replacement of the indoor plants. The garage property is also approximately 850m², consisting of units of Garages for staff parking.

3. SCOPE OF WORK:

3.1 This specification covers the provision of gardening and landscaping services on all three (3) sites listed above. The service will include the rejuvenation and maintenance of the existing garden as well as the internal and external pot plants.

3.1.1 Weed Control

- a) All areas inside and outside the parameter of the above-mentioned sites shall always be kept free of weeds. Constant checking and eradication of weeds is to be undertaken.
- b) All paving and tarmac areas to be always kept weed free. This will involve both hand weeding and the careful application of approved and selected herbicides.
- c) All the paved and crusher stone areas around facility and in between the various sports facilities to be always kept weed and litter free.
- d) All ramparts' areas are always to be kept weed free.
- e) Hand weeding is to be carried out on a regular basis, and all root growth shall be removed.
- f) Broad-leafed weeds are to be controlled utilising the correct herbicides (SANS Approved). No spraying will be undertaken where desirable plants may be affected.
- g) Herbicides are to be applied in accordance with the manufacturer's specifications and are to be carried out by a competent person wearing the correct protective clothing.
- h) Ensure all self-seeded treelines are removed on a regular basis.

3.1.2 Watering

- a) All areas are to receive water regularly. This includes all shrubs, ground covers, perennials as well as the indoor and outdoor pot plants.
- b) It is the Contractor's responsibility to provide the hoses and portable sprinklers to areas where required.
- c) Where there is no irrigation, it is the contractor's responsibility to water by hand.

3.1.3 New Flowers Plants/Shrubs/Ground covers and Replacements

- a) New flowers plants/shrubs on existing or new areas will be at the cost of the HPCSA (on a quotation basis) subject to similar plants/shrubs not available on sites for splitting. Seasonal flower plants/shrubs splitting, and replanting will be carried out especially in winter/spring to prepare the gardens for summer.

3.2 Cultivation

- a) Care must be taken to avoid damage to plants and plant roots during the cultivation process. Any plants dying due to overzealous cultivation or for any other reason must be replaced as part of the service and may not be charged separately.
- b) Cultivation should ensure a loose, friable surface with no compaction up to a depth of 50mm.
- c) Any extraneous material that is brought to the surface during the cultivation process exceeding 25mm in any direction is to be removed and disposed as part of rubble.
- d) Leaf litter may be utilized to mulch planting areas. This must be neatly spread in beds not thicker than 25mm per layer. The beds must all be mulched monthly with leaves to conserve moisture and promote better water retention.
- e) As part of the cultivation process, any areas where plants have died historically or naturally is to be replanted using the plant type originally planted in the area. If the same/similar plants are not available or not advisable, then the HPCSA representative is to be consulted prior to alternatives being used. After planting, these areas are to receive additional water for a period of two months.
- f) No herbicides to be used in these areas until the replanted plants have shown growth.

3.3 Maintenance of Trees

- a) New trees and replacements will be at the cost of the HPCSA (**on a quotation basis**) except replacements due to lack of maintenance or negligence on the part of the contractor. Labour to be provided at no additional costs.
- b) All trees requiring watering to be watered by hosepipe.

3.4 Pruning

- a) General pruning is to be carried out throughout the year. Ground covers are to be cut back from bed edges, kerbs, and shrubs pruned as and when necessary and as directed by the HPCSA's representative.
- b) Remove dead and excessive material, the dead flowers, and leaves. Pruning shall encourage density and a natural appearance.
- c) Care shall be taken to ensure that ground covers and climbers do not grow into or onto adjacent shrubs and trees.
- d) All rubbish generated during pruning is to be removed from site at the end of each day.
- e) Major pruning may only be undertaken on approval and at the discretion of the HPCSA.
- f) Shrubs shall be pruned lightly to natural forms, or if necessary and as directed by the HPCSA's representative.
- g) Minimal formative pruning of trees is to be carried out.

3.5 Pest Control

- a) Contractor is to monitor constantly throughout the garden and to treat accordingly as and when required.
- b) Natural and approved organic pesticides are to be used. In the event these fail, only then - with the written approval of the HPCSA - may inorganic chemical pesticides be used.
- c) The applications of pesticides are to be carried out fully in accordance with the manufacturer's specifications and must be carried out by a competent qualified person.

3.6 Garden Refuse Removal

- a) The contractor is responsible for the removal of the refuse accumulated during the garden maintenance process. All refuse generated is to be removed from site at the end of each working day.
- b) No stockpiles of garden refuse should be kept on site.
- c) The contractor shall not be permitted to dispose of the garden refuse into any of the bins on site.

3.7 Indoor and Outdoor Pot Plants

- a) The contractor is required to monitor the water level of pot plants weekly and fill up where required.
- b) A healthy green foliage must be maintained and dead or dying pot plants must be replaced.
- c) The contractor is required to monitor the plants for pests and treat them as and when required.

3.8 Reviving Irrigation system (Once off cost)

- a) In our facilities, there is an existing irrigation system, which is no longer functional. The service provider must provide once-off price to restore the irrigation system.

3.9 Annuals

- a) Certain areas may require year-round colour. In this case the soil must be well prepared with approved compost.
- b) The contractor shall ensure that flowering annuals are replaced before the seasonal die back with other flowering annuals suited to the conditions and season.
- c) The choice of the replacement plant must be approved by the HPCSA.

3.10 Tools and Equipment

- a) It is the contractor's responsibility to acquire, maintain, and replace run all machinery necessary to carry out the specifications herein.
- b) All machinery must always be maintained in good working order. Servicing must be done in accordance with the manufacturer's specifications.
- c) All machinery must be petrol driven unless the HPCSA approves.
- d) All tools and machinery must be kept off site. The HPCSA will not be providing any storage space for this purpose.

3.11 Uniform

- a) The contractor shall provide all employees assigned to the HPCSA with appropriate uniform that is clearly marked with the company's name.
- b) It is the responsibility of the contractor to ensure that all uniform is kept in a neat, tidy, and clean condition always.

3.12 Occupational Health and Safety

- a) All work is to be carried out in accordance with the occupational health and safety act and regulation (act 85 of 1993) and the explosive material act of (act 26 of 1956)
- b) The contractor will be required to submit a complaint health and safety file to the HPCSA prior to the commencement of any work. This file must be updated regularly.
- c) All workers shall be issued with the correct PPE for the activities they be carrying out.
- d) Contractor to ensure that no worn-out tools are used.
- e) Contractor to ensure that all employees are trained adequately to use tools and machineries, proof training must be kept in the safety file.

4. EXPECTED DELIVERABLES

- 4.1** Landscaping and removal of weeds and pruning of all trees at the commencement of the contract.
- 4.2** Prepare and submit a Health and Safety file as part of the bid documentation. Particular attention must be given to adherence to all OHS regulations. The service provider must make provision for all expenditure related to health and safety measures required for the full duration of the contract. Costing for the provision of Health and Safety measures, with reference to the Occupational health and Safety Act 85 of 1993 must form part of the cost structure for any quote.
- 4.3** A report on the state of the gardens to be submitted monthly with a log of all activities performed in the month.
- 4.4** The gardens, paving, pathways, and driveways to be kept in a neat and tidy condition free from weeds.
- 4.5** The service provider must also factor in all annual escalations for the duration of the contract on the total pricing.

5. CONTRACT DURATION

- 5.1** The HPCSA will enter a three (3) year Provision of Landscaping and Gardening Services with the successful contractor.

6. COMPULSORY SITE BRIEFING

6.1 Compulsory site Visit: 01 July 2024 (Monday)

Time: 12h00

Venue: HPCSA Main Building

553 Madiba Street

Arcadia, Pretoria

0001

7. EVALUATION PROCESS:

- 7.1** To facilitate a fair and transparent selection process that allows equal opportunity to all service providers/companies, the HPCSA has an SCM policy for the appointment of contractors, consultants, or service providers that will be adhered to. Proposals will be evaluated in two steps (Administrative Compliance, Price and BBBEEE).

7.2 Administrative Compliance

7.2.1 The following documents must be submitted:

Mandatory Document	Comply (Yes/ No)
Proof of registration on CSD (Central Supplier database)	
Certificate of registration with the Companies and Intellectual Property Commission (CIPC).	
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
Valid Letter of Good Standing from the Department of Labour's Compensation Fund	
Proof of Attendance of the Compulsory Site Briefing.	
Reference letters on the client letterhead confirming a similar service rendered to them. The letters should not be older than three (3) years.	

7.3 Functional Evaluation:

- Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

7.3.1 Scoring Criteria

- a) All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- b) A *minimum score of 80 points out of 100* will be required to pass the Functional Evaluation stage.
- c) The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

TECHNICAL EVALUATION CRITERIA						
Criteria	Sub Criteria	Weighting/ Points				
COMPANY EXPERIENCE:	The Company must have a minimum of three (3) years' experience, delivering similar services. Bidders must submit Company Experience Template (Annexure C) and Company profile stating years of experience.	30				
	<table border="1"> <thead> <tr> <th>Less than 1 year</th> <th>1 – 2 years</th> <th>Above 3 years</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>15</td> <td>30</td> </tr> </tbody> </table> <p>NB: Annexure I – Company Experience Template (Attached Separately)</p>		Less than 1 year	1 – 2 years	Above 3 years	5
Less than 1 year	1 – 2 years	Above 3 years				
5	15	30				
REFERENCE LETTERS	The bidder must provide reference letters on client's letterhead, confirming an award letter and completion certificate per project.	30				
	<table border="1"> <thead> <tr> <th>1 Reference Letter</th> <th>2 Reference Letters</th> <th>3 Reference Letters</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>30</td> <td>30</td> </tr> </tbody> </table> <p>The following must be vividly captured:</p> <ol style="list-style-type: none"> Client, contact person and telephone number. Description of work (service) Value of work (i.e., the service provided) inclusive of VAT) Date completed. <p>Failure to submit reference letters on client/s letter head, the service provider will forfeit points.</p>		1 Reference Letter	2 Reference Letters	3 Reference Letters	10
1 Reference Letter	2 Reference Letters	3 Reference Letters				
10	30	30				
EXPERIENCE OF THE SITE MANAGER	The Site Manager must have a minimum of five (5) years' experience in managing similar project. Provide copy of a CV/ Resume of the Site Manager, detailing the relevant years of experience.	40				
	<table border="1"> <thead> <tr> <th>Less than 3 years</th> <th>3 – 4 Years</th> <th>Above 5 years</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>20</td> <td>40</td> </tr> </tbody> </table>		Less than 3 years	3 – 4 Years	Above 5 years	0
Less than 3 years	3 – 4 Years	Above 5 years				
0	20	40				
Total		100				

- All bidder who qualifies for this stage, HPCSA or it's representative reserves the rights to conduct site visits to verify completed projects referred above before moving to the next stage.

- Upon site visit and completed projects verification, bids/tenders will then be evaluated on Price and B-BBEE

7.4 Price and BBEE

7.4.1 Bids will be evaluated in terms of the 80/20 Preference Point System (80 points for price and 20 points for BBEE).

The following formula will be applied to calculate the points for price.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of lowest **acceptable** bid

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

- Bids from non-compliant B-BBEE contributors will not be disqualified. Any B-BBEE qualifying contributor who does not submit a substantiating certificate will be allocated zero points, but the bid will not be disqualified.
- Points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

