



Stand 2, c/o Solomon Mahlangu and Old Pretoria Road, Silverton, Pretoria

SAVANNAH COUNTRY ESTATE HOA NPC REQUEST FOR QUOTATION (RFQ)

SUPPLY OF GARDENING AND LANDSCAPING SERVICES

Any Request for Quotation (RFQ) will be issued electronically via email. Please immediately update the SCEHOA below of any email address changes. For further information regarding this project, contact the person listed below.

RFQ Number: SCE/RFQ/01/202408

RFQ Issue date: 26 August 2024

Submission deadline: 9 September 2024 @ 16h00
Submissions to be emailed:
For attention: Rodgers Ndobe
Email: em@savannahcountryestate.co.za

Compulsory site visit: Estate Office, Savannah Country Estate, c/o Solomon Mahlangu and Old Pretoria Road, Silverton, Pretoria
27 August 2024 – 03 September 2024 from 09h00 to 15h00
Appointment compulsory
Contact person: Rodgers Ndobe Estate Manager
074 760 3332 / 012 803 0081

Contact person Rodgers Ndobe – Estate Manager

Email address: em@savannahcountryestate.co.za



1. INTRODUCTION

Savannah Country Estate comprises of 586 stands, some of which have been developed, in process or still open stands. It is a secure residential estate managed by the Savannah Country Estate Homeowners Association (SCEHOA).

The SCEHOA is looking to contract with a Service Provider that can provide all the gardening and landscaping requirements detailed in this document. Service Providers are invited to submit their Tender in reply to this RFQ.

2. ACCEPTANCE OF TENDER/QUOTE

SCEHOA reserves the right not to accept the lowest or any tender, nor shall SCEHOA be obliged to disclose the reasons for selecting one Tender in favour of another. Accordingly, SCEHOA has the sole and absolute discretion to accept or reject any proposal submitted by the Tenderers.

SCEHOA may at its sole discretion elect whether to invite any Tenderer for a formal presentation. SCEHOA reserves the right to withdraw this tender at any point in time.

3. COMPULSORY SITE VISIT

A compulsory site visit is required to ensure that the Tenderer has a clear indication on the estate's requirements.

Site visit on appointment on – 27 August 2024 – 03 September 2024 from 09h00 to 15h00.

Appointment to be made with Rodgers Ndobe, Estate Manager. Contact number 074 760 3332 / 012 803 0081.

4. SITE VISIT AND QUESTIONS REGARDING THE CONTENTS OF THE RFQ DOCUMENT

The Service Providers have a responsibility to go through this RFQ document and raise any questions or clarifications with SCEHOA via email at em@savannahcountryestate.co.za.

SCEHOA will not accept any liability whatsoever regarding misinterpretations, or wrong assumptions that could have been clarified with the Estate Manager.

The deadline for submitting questions for clarifications is **9 September 2024**. After this deadline, no further questions will be entertained. Answers to questions will be forwarded to all Tenderers.



5. SEPARATION OF TECHNICAL AND PRICING SUBMISSIONS

The Tender/quotation document should be submitted electronically to emsavannahce@gmail.com and subject to be clearly state – Company name – Garden contract RFQ.

Closing date for electronic submission is 9 September 2024 @ 16h00. Late

submissions will not be accepted.

6. COST OF PREPARATION OF TENDER/QUOTE

Unless agreed otherwise in writing by SCEHOA, the Service Provider shall bear its own costs related to the preparation and submission of the Tender, including but not limited to the costs of any activities under SCEHOA and by the Service Provider as part of the tender/quote submission and/or adjudication.

7. VALUE ADDED TAX

All prices shall be exclusive of value added tax (VAT) and show the totals with VAT included (as applicable)

8. TENDER VALIDITY PERIOD AND WAIVER

The Tender shall be deemed to be valid for a period of **90 days from the date of submission.**

All Service Providers submitting a Tender/Quote shall be deemed to have waived, renounced and abandoned any conditions printed or written upon any stationery used by them for the purpose of, or in connection with the submission of the tender/quote, which are in conflict with any of the conditions laid down in this RFQ document and its appendices as applicable.

9. FIXED PRICE TENDER

This shall be a fixed price tender for a period of 3 (three) years subject to annual escalation. The Service Provider must indicate the annual price escalation for each year. The SCEHOA will have the right to negotiate the escalation rate with the service provider prior to awarding the contract.

10. FINANCIAL RESOURCES AND ADMINISTRATION OF THE CONTRACT

10.1. The appointed Service Provider should have the financial resources and capacity to start the contract without any hindrance, if awarded.

10.2. The Service Provider should be in a position to remunerate the workers assigned to this contract, if awarded.



11. BLACK ECONOMIC EMPOWERMENT

It should be noted that the BEE credentials of the Service Provider are pertinent as they will be considered as part of the points towards the decision-making process to award the Tender. To this end only BEE certificates that are valid and issued by **an authorized body or person or by a sworn affidavit** will be accepted as valid proof of BEE status level.

12. JOINT VENTURES

Companies that wish to engage in a Joint Venture should ensure the following:

- 12.1. The submission should indicate the leading company of the venture.
- 12.2. The submission must explain how the requirements of this RFP will be addressed by the companies participating in the joint venture.
- 12.3. The submission must include information on the track record of the joint venture working with other clients.
- 12.4. A valid and signed Joint Venture Agreement is included.
- 12.5. BEE certificate is included for each company participating in the joint venture.
- 12.6. Each company in the joint venture should submit their mandatory documents, except for operational resources, which necessitates the joint venture and can be combined to represent the participating companies.

13. SUB-CONTRACTING

Companies that wish to sub-contract other companies (e.g., empowerment of smaller companies) should ensure the following:

- 13.1 The submission should indicate the leading company responding to the RFQ.
- 13.2 The submission must explain how the requirements of this RFQ will be addressed by the leading company and by the sub-contracted companies.
- 13.3 The submission must include information on the track record of the leading company and the sub-contracted companies working with other clients.
- 13.4 A valid and signed Sub-contracting Agreement should be included.
- 13.5 BEE certificate is included for each sub-contracted company.
- 13.6 All sub-contracted companies should submit their mandatory documents, except for operational resources, where a sub-contractor may bring specific or specialized resources.

14. EVALUATION CRITERIA

14.1 **Criteria 1: Mandatory Documents from Service Providers**

The following **mandatory information** listed below, is required from all Service Providers interested in submitting a Tender. Failure to submit



or comply with any of this required information, will automatically disqualify the Tender from further evaluation.

If the submission includes a joint venture or sub-contracting, then all the companies participating in the joint venture or in sub-contracting must provide the mandatory information below.

- 14.1.1 A valid Company Registration Document (CIPC)
- 14.1.2 Valid BEE Certificate or Affidavit (the following applies):
 - The BEE certificate should be issued by an authorized body or person
 - **Or** BEE certificate issued by sworn affidavit
- 14.1.3 Valid South African Landscape Institute (SALI) certificate
- 14.1.4 Directors Certified ID Copy- certification should not be older than three months.
- 14.1.5 Copy of Service Provider's SARS Tax Clearance Certificate and PIN.
- 14.1.6 Copy of SARS VAT vendor registration document
- 14.1.7 Valid Dept. of Labour Letter of Good Standing (COIDA).
- 14.1.8 Valid Unemployment Insurance Fund: Letter of Good Standing.
- 14.1.9 Public Liability Insurance (R15 million) Proof of cover or Letter of Intent (applies to the leading company in case of a joint venture or sub-contracting).
- 14.1.10 Financial letter from the bank.
- 14.1.11 Submission of Functionality as a response to the responsibilities and scope of work as defined in section 15.
- 14.1.12 Submission of Pricing in a separate envelope to Functionality.
- 14.1.13 Submission of project execution plan.
- 14.1.14 Submission of the CV of the Site Manager.
- 14.1.15 Submission of the CVs of three key supervisors
- 14.1.16 Submission of valid letters of confirmation and references from previous and current clients for Gardening and Landscaping contracts of similar requirements as outlined in this document.
- 14.1.17 Bid document completed fully and initialed on each page.

14.2 Criteria 2: Service Provider and Clients Site Visits

The top-ranking bidder will be subjected to a site visit to assess their facilities and to assess the client references.

15. RESPONSIBILITIES AND SCOPE OF WORK REQUIRED FROM THE SERVICE PROVIDER

The scope of providing gardening and landscaping services includes:

- Maintain entrance garden from the R104 to the fountain garden - Flower beds and lawn
- Fountain garden and fountains



- Central Park (Lawn 7 flower beds)
 - 5 Village parks (Flower beds and lawn)
 - 5 Village entrance gardens
 - Cut sidewalks/verges from curb to stand boundaries (5m)
 - Cut security patrol road inside the perimeter wall (Around 2 m)
 - Perimeter wall outside the estate perimeter wall (3 m)
 - Keep curbs weed-free (Spray weedkiller)
 - Cutting of vacant stands (Only R300)
 - Cutting of non-active building sites
 - Tree trimming
 - Planting of trees, shrubs and flowers supplied by Savannah
 - Tree watering
 - Remove garden rubble daily to the dedicated site
 - Clear the above bins/bags weekly
 - Blower to keep streets free garden refuge
 - Bakkie
-
- 1 x Senior Supervisor (Part-time)
 - 1 x Onsite-supervisor

16. CAPACITY TO DELIVER (HUMAN RESOURCES)

- 16.1 A full CV for the Site Manager (a mandatory role to be provided) proposed for a long-term deployment at SCEHOA. The acceptance of the Site Manager rests with SCEHOA and will require an interview with the Operations Manager and Aesthetics Director, including in the event that the person is replaced during the term of the Agreement.
- 16.2 CVs of 3 (three) key supervisors should also be included as part of your proposal.
- 16.3 The Service Provider shall have in its employment, a minimum of one (1) currently Certified Landscape Professional (CLP) as recognized by the South African Landscape Institute (SALI). The signed tender form statement shall include the seal and signature and expiration date of the Certified Landscape Professional on the staff of the Bidding Firm.
- 16.4 All Service Provider employees must either be South African citizens or be in possession of valid South African Permanent Residence Status. Non-South Africans or foreigners will not be allowed without a valid work permit.
- 16.5 Due to the nature of the SCEHOA, all staff needs to be criminally cleared by going through a vetting process of the SCEHOA for the cost of the service provider.

17. PROJECT APPROACH AND METHODOLOGY PLAN

- 17.1 The Service Provider should provide a detailed Project Approach and Methodology Plan, on how it will deliver the requirements of SCEHOA.
- 17.2 The **Project Approach and methodology Plan** should reflect the approach towards the implementation of various areas of work.



18. CONTRACT AND SERVICE LEVEL AGREEMENT

SCEHOA shall enter into Contract (Service Level Agreement) with a successful Tenderer. The copy of the Contract will be discussed with the successful Service Provider.

19. COMMITMENT TO TENDER BY THE SERVICE PROVIDER

By the submission of its Tender to SCEHOA, the Service Provider offers and agrees to contract for and provide the Gardening and Landscaping services to SCEHOA on the terms and conditions that shall be stipulated in the Gardening and Landscaping Contract.

This RFQ is issued on behalf of The Board of Directors of Savannah Country Estate Homeowners Association.