



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR QUOTATION

DIVISION:	CENTRAL FACILITIES
CAMPUS:	ALL
BUDGET CODE:	

Please quote for the following on official company letterhead. Please forward quotation to maqubelal@cjc.edu.za by Tuesday 02 June 2020 17:00, refer to point 9 for site briefing. For clarity or any queries regarding the specification, please contact maponyanem@cjc.edu.za

TERMS OF REFERENCE:

PROVISIONING OF GROUNDS MAINTANANCE AND GARDEN SERVICES BY SMME's AND CO-OPERATIVES

1. INTRODUCTION AND BACKGROUND

Central Johannesburg TVET College (CJC) seeks to appoint a co-operative or SMME to manage and render a holistic Gardening and Maintenance services for all Central Johannesburg TVET College sites for a period of six months.

Central Johannesburg TVET College (CJC) is a public TVET college registered and operating under the Continuing Education and Training Act, Act 16 of 2006, and reporting directly to the Department of Higher Education and Training.

The College currently has eight (8) sites of learning and one (1) central administration site in and around central Johannesburg, and is one of the biggest TVET colleges in the province, with an annual student enrolment figure of 28 000 to 30 000 students.

The College is devoted to excellence in teaching and learning and as such a clean environment is essential for learners; staff and all stakeholders. In light of the above, the College would like all its landscaped areas; grounds and gardens to be well maintained throughout the duration of the contract.

2. SCOPE OF WORK

- 2.1 The contractor will report to the respective campus manager and work together with general cleaning staff to perform the scope of duties as described in 2.2 – 2.12
- 2.2 Rubbish and debris to be removed from all areas within the college.
- 2.3 Hardscape areas shall be cleaned of garden debris during normal maintenance operation. These areas will be inspected regularly for undesirable plant growth and if necessary a suitable approved herbicide will be applied.
- 2.4 All car parks and carparks to be kept clean and weed free by applying suitable chemicals to remove weed.
- 2.5 Tree Felling: all dead trees to be removed by the contractor.

- 2.6 Flower beds shall be kept free of debris, leaves, weed on a regular basis. Should soil become compacted to the extent that moisture is affected, the soil crust must be lightly forked or hoed without damaging the plants or plant roots.
- 2.7 Ground covers will be kept free of debris, leaves and diseased plants necessary to achieve an overall even appearance. Trimming where necessary around trees and shrubs shall be carried out as required.
- 2.8 Shrubs shall not be clipped into balled or boxed forms unless such is specifically required, but shall be pruned, trimmed and shaped regularly so as to encourage healthy growth patterns for each specific variety. All the above to be carried out to an accepted good horticultural practice.
- 2.9 Trees: staking and guying of newly planted trees must be done using approved materials.
- 2.10 Hand watering shall be the responsibility of the contractor. All ornamental areas not covered by sprinkling system must be watered.
- 2.11 Edging: the grass shall be edged to its local confines (e.g. around trees, lamp posts, sign boards, drains, fences, walls, waste bins, pipe lines and against buildings). Mechanical edge trimmers and or weed killing substance shall be used. All trimmings and or clippings shall be removed from sidewalks, driveways and curbing.
- 2.12 Lawn areas shall be kept reasonably weed free by the application of suitable herbicides (SANS Approved).
- 2.13 Provide ad-hoc services as and when required.

3. SPECIAL REQUIREMENTS

- 3.2 Special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993) and compliance to the Health and safety policies.
- 3.3 The appointed co-operative or SMME shall provide equipment, tools and labour materials. Personnel, Personal Protective Equipment and transport required for the completion of the service.
- 3.4 Mowing: during the growing season all lawns will be cut at least once (1) per 14 days and the grass maintained at a height of 25mm. During the dormant and medium-dormant (May-September) periods lawns will be cut as and when required to maintain an aesthetically standard.
4. The register must be completed and submitted with the proposal. The successful contractor must at all times have the following equipment at hand.

No.	Vehicle & Equipment	Number of items			Registered in Owners Name	
		Min no required	Owned by contractor	Hired by contractor		
1	Light delivery vehicle or vehicle capable of carrying 750kg	1				
2	Lawnmower	8				
3	Approved herbicide for weed	12				
4	Hedge cutter	12				
5	Pruning shears	12				
6	Loppers	12				
7	Spray can-5L	12				
8	Spades	12				
9	Forks	12				
10	Rakes	12				
11	Saw	8				
12	Wheelbarrow	12				

13	Brooms	12				
14	3m Ladder	8				
15	Hose pipe	8				

5. EVALUATION CRITERIA

CJC will assess co-operatives on the basis of Administrative, Technical, Price and BBBEE. The success of the Service Provider will be determined by the ability of the firm to competently execute this assignment. The following will be considered:

Details of the service provider: Company profile to be attached

Credentials of the Management Team: Provide CV's of team members

Previous experience with commercial clients: Attach signed reference letters on company letter head with contactable details

Price; and BBBEE Scorecard and Rating

CJC reserves the right to appoint more than one service provider

6. PRICING

6.1 Please indicate the wage to be paid to labourer per day. R_____

6.2 Please indicate management fee, all overheads, transport and other costs per site.

6.3 Rates must be fixed for the period of the contract

6.4 The following table may be used as a guideline of the number of labourers required per site.

Site	No of labourers
Alexandra Campus	10
Crown Mines Campus	5
Ellis Park Campus	5
Langlaagte Campus	6
Parktown Central Offices	4
Parktown Campus	5
Riverlea Campus	5
Troyeville Campus	4
Smit street Campus	4

7. REQUIRED DOCUMENTS

Prospective bidders must submit the following documents:

- Company Registration Certificate
- Original Valid Tax Clearance Certificate
- Standard Bidding Documents SBD 4,8, and 9

- B-BBEE Status level verification certificate issued by a verification agency or auditor OR, B-BBEE Status level sworn affidavit for Microenterprises duly signed and stamped by a Commissioner of Oaths.
- Central Supplier Database report
- UIF Certificate
- Confirmation of COIDA Registration (Notice of Assessment Invoice)/Workmen's compensation
- Interested entities must have presence where work will be undertaken and clearly indicate where their base of operations are.

8. RECOMMENDED DOCUMENTS

Latest Letter of Compliance from the Department of Social Development and or the Department of Public Works and Infrastructure (if applicable for co-operative).

9. SITE BRIEFING

Contractors are invited to a site briefing on Monday 1 June 2020. The table below indicates the sites, address and times that the briefing will be held.

SITE	ADDRESS	TIME
Alexandra Campus	cnr Canning & Ninth Road Alexandra Johannesburg	09:00 am
Parktown Central	5 Ubla Avenue Off Princess of Wales Terrace Parktown, Johannesburg South	10:15 am
Parktown Campus	5 Ubla Avenue Off Princess of Wales Terrace Parktown, Johannesburg South	10:45 am
Smit Campus	CNR Smit & Loveday Street Braamfontein	11:30 am
Ellis Park	25 Currey Street Doornfontein Johannesburg	12:15 am
Troyeville	46 Pretoria St, Troyeville, Johannesburg	13:00 pm
Langlaagte	5 De Vos Street Langlaagte Johannesburg	13:45pm
Riverlea	39 Ashburton Street Riverlea	14:30 pm
Crown Mines	Shaft 17 Road Crown Mines Johannesburg	15:15 pm