

# REQUEST FOR PROPOSAL (RFP)

## GRASS CUTTING AND MOWING SERVICES FOR AN OPERATIONAL INDUSTRIAL ESTATE

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent service providers to respond to a Request for Proposal (RFP) for **Provision of Grass cutting and mowing services for an operational industrial estate**. The services include but are not limited to cutting of grass at fire breaks, Strips adjacent to the perimeter fence, Grassed verges, Culvert inlet and outlet areas including the removal of all cuttings to avoid creating blockages, Grassed side drains, designated areas and Services servitudes

Tender Reference No.	Tender Description / Name	Closing Date / Time
RFP/GM/Z1A/17	GENERAL MOWING AND REMOVAL OF CUTTINGS AT ZONE 1A	6th December 2017 (12:00)
RFP/GM/Z1B/17	GENERAL MOWING AND CUTTING IN ZONE 1B, AND ROAD VERGES IN ZONE 1A	6th December 2017 (12:00)
RFP/GM/Z1C,D, F & FJ/17	GENERAL MOWING AND CUTTING IN ZONES 1C, 1D, 1F AND FORT JACKSON	6th December 2017 (12:00)

### BRIEFING MEETING:

**Note:** A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place on the **20th November 2017, 10h00 at the East London IDZ Conference Centre, Zone 1C, Science & Technology Park (STP)**. Participants arriving more than 15 minutes late from start time will not be allowed to attend the meeting.

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderers must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided
- Tenderers should submit a valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "**Envelope A -Technical Proposal**" and "**Envelope B-Financial Proposal**". The financial proposal will only be opened should the technical proposal be found to be acceptable.
- Non-signed "Form of Offer" the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- Tenderers are advised that preference will be given to those companies which have local (East London) operational office in place at the time of the contract award.

### EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBEE.

### Score breakdown:

- 80 Points for Price
- 20 Points for BBEE

All tenders with functionality less than 60% of the total functional requirements will not be considered for the next stage of tender evaluation.

### TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for collection on **13th November 2017 from 12h00 at the reception area of the ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London**, upon payment of a non-refundable cash deposit of R250.00.

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box at the **Main Entrance of ELIDZ Corporate Head Office**.

**ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.**

### TENDER ENQUIRIES:

Queries relating to the issue of these documents may be addressed to Ms Z. Mtebele, by email at **E: zandile@elidz.co.za**, **T: +27 43 702 8200**.