

REQUEST FOR PROPOSAL (RFP)

PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

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:

Tenders are hereby invited from suitably qualified and experienced service providers for the provision of Landscape and Irrigation Maintenance Services in the East London Industrial Development Zone, located at our facilities within the West Bank area of the Buffalo City Metropolitan Municipality.

The successful tenderer will be required to enter into a Contract for the provision of Landscape and Irrigation Maintenance Services with the East London Industrial Development Zone SOC LTD.

Tender Reference No.	Tender Description / Name	Closing Date / Time
ES/15/LANDSCAPE/01	PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES	9 October 2015 at 12h00

The Services include the following summarised scope of work:

1. Operation and Maintenance of the existing Horticultural Facility
2. Provision of a dedicated labour force with horticultural supervision on site
3. General landscape maintenance including mowing, pruning, weeding and pest control
4. Specific maintenance actions like fertilizing, mulching and plant replacement on instruction
5. General operation, repairs and upkeep of irrigation system and pumps
6. Monthly reporting on above for audit and payment purposes
7. Propagation and growing street trees, cutting and splits for replanting

BRIEFING MEETING:

Note: A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at ELIDZ Administration 1 Building on **29 September 2015 starting at 14h00. 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 SARS PIN number
- 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 to provide certified copy of Company Registration Certificate
- Tenderers to provide Letter of Good Standing from Compensation Commissioner
- 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.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.
- Registration with the CIDB in the category **5SH** is compulsory for companies wishing to submit tenders
- A registered office within the Buffalo City municipal boundaries will be given preference
- Tenderers who are registered with the South African Landscapers Institute (SALI), applicable fields to include irrigation maintenance, commercial maintenance and horticultural landscaping, will be given preference

EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and BBBEE.

Score breakdown:

- 90 Points for Price
- 10 Points for BBBEE

All tenders not providing compulsory responsive documentation and with functionality scoring less than 75%, will not be considered for the next stage of tender evaluation

TENDER DOCUMENT & SUBMISSION:

The tender document will be available for collection from the reception area of **ELIDZ Admin 1 Building, Lower Chester Rd, Sunnyridge, East London from 18 September 2015** during normal working hours, upon payment of a non-refundable cash deposit of R250.00

The tender must be submitted in in two separate envelopes clearly marked "Envelope A - Technical Proposal" and "Envelope B - Financial Proposal" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box situated at reception of the ELIDZ Admin 1 Building, Lower Chester Rd, Sunnyridge, East London

ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. The complete set of tender documentation must be returned with the submission and only original intact tenders will be considered. Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to:
Contact person: G Whittaker, Cell No: 082 463 2299, Email: gary@elidz.co.za