



**Tender for the Provision of
Landscape and Irrigation Maintenance services
at the
East London Industrial Development Zone**

CONTRACT NO: ES/19/LANDSCAPE/01

VOLUME A (2 of 2): TECHNICAL PROPOSAL

**PROVISION OF LANDSCAPE AND IRRIGATION
MAINTENANCE SERVICES**

East London IDZ
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ENVELOPE A

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LIST OF RETURNABLE DOCUMENTS

The Tenderer must complete the following returnable documents in all respect and provide all information as required.

Part 1: Compulsory Submissions

Registration on Central Supplier Database (CSD) from National Treasury and MAAA

Letter of Good Standing with Compensation Commissioner

Declaration of Form of Acceptance to be signed

Proof of Company Registration

Proof of registration with CIDB in required category

ELIDZ Procurement Handbook

Part 2: Submissions for Evaluation

Detailed breakdown of functionality points

CV's of proposed key staff

Proof of registered office within BCMM

Implementation Methodology

OHS Policy and CV of OHS officer

Proof of registration with SALI

Valid Tax Clearance Certificate /on-line pin number

Valid original or certified copy of BBBEE Certificate

Form P01 Contractor General Information

Form P02 Ownership Details

Form P03 Contractor Facilities

Form P04 Size of Enterprise and Current Workload

Form P05 Staffing Profile

Form P06 Previous Experience

Form P06-1 Previous experience referencing

Form P07 Record of Addenda to Tender Documents

I, the authorised signatory hereby confirm that the Form of Offer has been completed in full and enclosed in envelope "B" and that no financial offers of any sort have been declared in envelope "A". I further understand that failure to attach the above mentioned documentation to the designated pages allocated will result in said document being deemed missing from the tender submission.

Signature of Tenderer :

Date :

PART 1

COMPULSORY SUBMISSIONS

CONTRACT NO: ES/19/LANDSCAPE/01

**PROVISION OF LANDSCAPE AND IRRIGATION
MAINTENANCE SERVICES**

**CENTRAL SUPPLIER DATABASE REGISTRATION
FROM NATIONAL TREASURY & MAAA**

**TENDERER TO ATTACH PROOF OF CSD TO THIS
PAGE**

**LETTER OF GOOD STANDING FROM WORKMEN'S
COMPENSATION OFFICER**

**TENDERER TO ATTACH LETTER OF GOOD
STANDING TO THIS PAGE**

**SIGNED DECLARATION OF FORM OF
ACCEPTANCE**

Declaration of Form of Offer and Acceptance

The Tenderer must declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed. Failure to complete and sign the declaration will render the tender non responsive

Tenderer:

Name of Representative:

Telephone number:

Fax number:

Designation:

I, the authorised signatory of the Tenderer, hereby declare that the Form of Offer and Acceptance in Envelope B “Financial Proposal” is completed and signed.

Signature of Tenderer :

Date :

PROOF OF COMPANY REGISTRATION

**TENDERER TO ATTACH PROOF OF COMPANY
REGISTRATION TO THIS PAGE**

**PROOF OF COMPANY REGISTRATION WITH CIDB
IN THE REQUIRED CATEGORY**

**TENDERER TO ATTACH PROOF OF COMPANY
REGISTRATION TO THIS PAGE**

ELIDZ PROCUREMENT HANDBOOK
(Complete and sign)



ELIDZ Procurement Hand-Book

Supplementary Information

Company Name:.....

Latest Annual Turnover: R.....

Net Profit after Tax from Latest Financial Statements: R.....

Declaration

I understand that should my business be awarded a contract, said contract offered will be subject to the information given on this form being correct.

Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contract work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Full Name: Initials:

Signature _____

Date _____

PART 2

SUBMISSIONS FOR FUNCTIONALITY EVALUATION

CONTRACT NO: ES/19/LANDSCAPE/01

**PROVISION OF LANDSCAPE AND IRRIGATION
MAINTENANCE SERVICES**

PART 2.1

SUBMISSIONS FOR FUNCTIONALITY EVALUATION

CONTRACT NO: ES/19/LANDSCAPE/01

PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

DETAILED BREAKDOWN OF FUNCTIONALITY POINTS			
Item	Description	Scored Points	Available Points
1	Criteria 1: Location		10
1.1	If the tenderer has a registered and currently operational office within the boundaries of Buffalo City Metropolitan Municipality (Provide lease agreement and/or BCM utility bill,)		10
1.2	If the tenderer has a registered and currently operational office within the boundaries of the Eastern Cape		5
2	Criteria 2: Implementation Methodology		10
	Tenderer required to provide detailed method statements, which demonstrate the manner in which work is carried out typically on a maintenance contract of this nature and should adequately cover a minimum of five core activities (up to two point scored per activity) – which should include reference to: consideration of existing services, programme and management, quality control, regulatory compliance, commissioning etc		
	Comprehensive – Specific method statements indicating an understanding of the ELIDZ, list and explain relevant activities and shows a basic process map or project management programme that links a list of activities.		10
	Basic – Pro-forma method statements without a basic process map or programme		5
	Poor – Method statements that provide a list of activities without defining their relationship		0
3	Criteria 3: Applicant's Expertise and Resources		20
3.1	Contract Manager		
	Qualified horticulturist (Minimum National Diploma in Horticulture or relevant related qualification) with MORE than 5 years of verifiable horticultural and irrigation maintenance experience in industrial or commercial projects. (Attach CV with contactable references)		10
	Not a qualified horticulturist but has MORE than 10 years of verifiable horticultural or irrigation maintenance experience in industrial or commercial projects (Attach CV with contactable references)		5
3.2	Site Supervisor		
	Qualified Horticulturist (Minimum National Diploma in Horticulture or relevant related qualification) or Irrigation		10

	Technician with 5 years' experience in similar projects (Attach CV with contactable references)		
	Not a qualified horticulturist but has at least 5 years' experience in similar projects (Attach CV with contactable references)		5
4	Criteria 4: Schedule of Plant and Equipment owned		10
4.1	Two (2) points can be scored (to a maximum of 10 points) for various categories of relevant plant and equipment available at short notice to perform Landscape and Irrigation maintenance (e.g. mowers, pruning saws, trimmers, leaf blower machines, brush cutters, etc) - Attach proof of ownership and/or long term lease agreement (An audited list of assets can be provided as proof of ownership)		10
5	Criteria 5: Relevant Experience		30
5.1	Operating and Maintaining Nursery: Current experience in operating and maintenance of a nursery (Three referees to complete Annexure P06-1 to score a maximum 15 points)		15
5.2	Similar landscape maintenance projects 5 points can be scored for each confirmed similar project in progress or carried out in the past 5 years (Three referees to complete Annexure P06 to score 15 points)		15
6	Criteria 6: Technical Merit		10
6.1	Registration of tendering company or principal member or permanent employee with the South African Landscapers Institute (SALI), applicable fields to include irrigation maintenance, commercial maintenance and horticultural landscaping		
7	Criteria 7: Health and Safety		10
7.1	If tenderer has a relevantly experienced permanent OHS Officer (CV required)		5
7.2	If tenderer has a standard OHS methodology file/method statement applicable to this type of work		5
	TOTAL EVALUATION SCORE FOR FUNCTIONALITY		100
	PERCENTAGE EVALUATION SCORE FOR FUNCTIONALITY		100%

**CRITERIA 1 – INSERT/ATTACH PROOF OF REGISTERED
OFFICE WITHIN BUFFALO CITY MUNICIPALITY**

Tenderer to provide either of the following:

- **Lease agreement**
- **BCM Utility Bill**

CRITERIA 2 – INSERT/ATTACH IMPLEMENTATION METHODOLOGY

CRITERIA 3 – INSERT/ATTACH CV’S OF PROPOSED KEY STAFF

3.1 Tenderer to attach CV of Contract Manager

3.2 Tenderer to attach CV of Site Supervisor

**CRITERIA 4 – INSERT/ATTACH LIST OF PLANT & EQUIPMENT
COMPANY ASSETS**

**Tenderer to attach proof of ownership for plant and
equipment**

**CRITERIA 5 – INSERT/ATTACH PROOF OF RELEVANT
EXPERIENCE**

**5. Tenderer's referees to complete, stamp and sign P06-1
Reference forms**

**CRITERIA 7 – INSERT/ATTACH OHS POLICY & CV OF OHS
OFFICER**

PART 2.2

SUBMISSIONS FOR FUNCTIONALITY EVALUATION

CONTRACT NO: ES/19/LANDSCAPE/01

PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

**PROOF OF COMPANY REGISTRATION WITH SOUTH
AFRICAN LANDSCAPERS INSTITUTE**

(SALI)

**TENDERER TO ATTACH PROOF OF COMPANY
REGISTRATION TO THIS PAGE**

TAX CLEARANCE CERTIFICATE

**TENDERER TO ATTACH ORIGINAL TAX
CLEARANCE CERTIFICATE TO THIS PAGE**

OR

PROVIDE BELOW THE RELEVANT SARS ONLINE PIN CODE

SARS PIN CODE_____

BBBEE CERTIFICATE

**TENDERER TO ATTACH ORIGINAL OR CERTIFIED
COPY OF BBBEE VERIFICATION CERTIFICATE TO
THIS PAGE**

PART 2.3

ADDITIONAL EVALUATION CRITERIA

CONTRACT NO: ES/19/LANDSCAPE/01

PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

**FORM P01 : CONTRACTOR GENERAL
INFORMATION**

1.2.2 RETURNABLE SCHEDULES

FORM P01: CONTRACTOR GENERAL INFORMATION

Name of tendering entity:	
---------------------------	--

Section 1 : Contact Details:

Address:	
Tel No:	()
Fax No:	()
E-mail address:	

Section 2 : Legal entity: (Mark with an X)

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint Venture	

(In the case of a Joint Venture, provide details on joint venture members:)

Joint Venture member	Type of entity (as defined above)

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

Section 3 : General Particulars

Income Tax reference number:
(In the case of a joint venture, provide for all joint venture members.)

VAT registration number:
(In the case of a joint venture, provide for all joint venture members.)

District Municipality in which the enterprise is registered:
(In the case of a joint venture, provide for all joint venture members.)

Registration number at Department of Labour:
(In the case of a joint venture, provide for all joint venture members.)

CIDB registration number:
(In the case of a joint venture, provide for all joint venture members.)

Company or close corporation registration number:
(In the case of a joint venture, provide for all joint venture members.)

For joint ventures the following must be attached:

- Written power of attorney for authorised signatory
- Pro-forma of the joint venture agreement.
- The major partner to satisfy at least 40 percent of the turnover amount given in P04, and each other partner at least 25 percent of the amount.

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**Section 4: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**Section 5: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)

The undersigned, who warrants that he / she is duly authorised to do so on behalf on the enterprise:

- i) authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P02 : OWNERSHIP DETAILS

FORM P02: OWNERSHIP DETAILS

Details of proprietor, partners, close corporation members, or company directors.

Name	ID number	Relevant qualifications and experience	Years of relevant experience

(in the case of a joint venture, provide for all joint venture members)

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P03: CONTRACTOR FACILITIES

FORM P03: CONTRACTOR FACILITIES**Physical facilities:**

Provide information on offices, factories, yards and warehouses occupied by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description	Address	Area (m ²)

Plant and equipment:

Provide information on all plant and equipment to be provided by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

Description: Plant and Equipment owned	Number of units	Currently in use on contract.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P04: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

FORM P04: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

What was your turnover in the previous financial year?

What is the estimated turnover for your current financial year?

List your current contracts and obligations:

Description	Value (R)	Start Date	Duration	Expected completion date

Do you have the capacity to supply the goods and services described in this tender should the contract be awarded to you?

BANKING DETAILS:

Bank:

Branch:

Account No.:

Branch Code:

Account Name:

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

FORM P05: STAFFING PROFILE

FORM P05: STAFFING PROFILE

Provide information on the staff that you have available to execute this contract. (Attach a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

Category (<i>Manager, Foreman, Admin, Mechanic, etc</i>) of Permanently employed staff:	Number of Staff	HDI Y/N
Category (<i>Manager, Foreman, Admin, Mechanic, etc</i>) of Temporary staff to be employed for the project:	Number of Staff	HDI Y/N

Provide information on key staff you intend utilising on this contract, should it be awarded to you. (In the case of engineering construction projects key staff are defined as staff of foreman level and above).

Name	Position in your organisation	Qualifications	Experience	HDI Y/N

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

Note: *Category refers to the job designation of the person listed
(eg. Manager, Foreman, Admin, Mechanic, etc.)

FORM P06: PREVIOUS RELEVANT EXPERIENCE

FORM P06: PREVIOUS EXPERIENCE

Provide the following information on **relevant** previous experience of the company (indicate specifically projects of similar or larger size, and/or which are similar with regard to type of work).

Include Nursery operations

Description	Value (R) (VAT excl)	Year(s) executed	Reference		
			Name	Organisation	Tel. No.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated:

Annexure P06 - 1

ELIDZ RFP –Details of previous similar work experience

- The respondent / tenderer must complete part A of this form separately for each reference submitted.
- The respondent / tenderer must forward Part B of this form for completion and signing to be completed by the referee, then bind the signed and completed Annexure 2 form with the tender submission.
- It is critical for the referee to include their signature & company stamp in the space provided for these.
- It is critical for the referee to include their contact details to enable verification of the reference. The ELIDZ will not give scores for incomplete forms.
- The referee to please provide a score (1 - for poor services received, 2 – Not acceptable, 3 – for just acceptable services received, 4 – Acceptable with occasional performance, 5- for good services received) **PART A – To be completed by respondent / tenderer for RFP submission**

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

Annexure P06-1 – Continued

ELIDZ RFP – Details of previous similar work experience

PART B – To be completed by referee

Client / Referee Name:

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary: <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes </div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">Comments</div> <div style="height: 40px; border: 1px solid black;"></div>
Please score on the attributes listed below	Score between 1 to 5 1 – Poor; 2 – Not Acceptable; 3 – Just Acceptable; 4 – Acceptable with occasional good performance; 5 - Good
ITEM	SCORE
A. Operating and maintaining a nurse	
B. Completion of a landscape maintenance contract and related work experience within required time, quality and cost parameters	
A + B = Total Score	

Referee name:

Client / Referee signature:

Designation:

Date:

Tel:

Cell:.....

Company Stamp:

FORM P07: RECORD OF ADDENDA TO TENDER DOCUMENTS

FORM P07: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Name of Signatory:

Capacity:

Signed on behalf of Tenderer:

Dated: