



## ENVELOPE A – TECHNICAL PROPOSAL

TENDER NO: RFP/AVC/2022

## REQUEST FOR PROPOSAL (RFP) PACK

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FOR ALIEN VEGETATION CLEARING AND CONTROL SERVICES FOR THE EAST  
LONDON INDUSTRIAL DEVELOPMENT ZONE

**START DATE:** 28 OCTOBER 2022  
**CLOSING DATE:** 18 NOVEMBER 2022

NAME OF TENDERER: \_\_\_\_\_

TENDERER'S ADDRESS:

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## CHECKLIST FOR SUBMISSIONS

ITEM	TICK
<b>Supporting Documentation To Be Submitted</b>	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Valid Tax Clearance Certificate or SARS PIN	
Three (3) Completed and Verifiable Reference Letters for similar work (Annexure 2). References must be submitted on the form provided by ELIDZ.	
Curriculum Vitae (CV) of Proposed Contract Manager (including verifiable reference contact details).	
Curriculum Vitae (CV) of Proposed Site Supervisor (including verifiable reference contact details)	
<b>Compulsory Documentation to Be Submitted</b>	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Registration Certificate	
JV Participation Documentation (If applicable)	
Valid proof of good standing for workman's compensation from the Department of Labour Compensation Commissioner, or any other registered workman's compensation insurer.	
Proof Of Qualification as a Plant Specialist or Horticulturalist	
Proof of Formal Training on Alien Vegetation Identification	
Proof of registration as a Pest Control Operator	

**Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.**

**The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.**

# RFP PACK CONTENTS

1. **Section A:** General Guidelines
2. **Section B:** Requirements Specification
3. **Annexure 1:** Procurement Handbook
4. **Annexure 2:** Reference Letter



## **SECTION A: General Guidelines**

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FOR ALIEN VEGETATION CLEARING AND CONTROL SERVICES FOR THE EAST  
LONDON INDUSTRIAL DEVELOPMENT ZONE

## 1 EVALUATION CRITERIA AND COMMERCIAL EQUITY GOALS

The East London Industrial Development Zone (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (BBBEE).

The “tender” will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 rule i.e., 80 of evaluation points will be based on price competitiveness and 20 will be based on BBBEE status. The following formula is used:

Calculation of the points for Price:

$$P_s = R \times \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

$P_s$  = Points scored for price of tender under consideration

$R$  = Percentage of the price

$P_t$  = Rand value of tender under consideration

$P_{min}$  = Rand value of lowest acceptable tender

$R$  must be up to a maximum of 80

Score Breakdown:

Price ( $R$ ) = 80 points

BBBEE = 20 points

A maximum of twenty (20) points will be awarded to a tenderer for achieving BBBEE objectives.

Preference points shall be awarded on the basis of a B-BBEE verification certificate issued by an accredited Verification Agency.

Tenderers are required to submit a Valid original or certified B-BBEE Certificate. Failure to submit a valid B-BBEE certificate will result in zero points being awarded for preference.

Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points

The following table shall be used to convert the contribution level as per B-BBEE certificate into points.

Table: B-BBEE Points Conversion

Level Contribution	B-BBEE Score	Points Conversion 20
Level 1	>100%	20
Level 2	85~100%	18
Level 3	75~85%	14
Level 4	65~75%	12
Level 5	55~65%	8
Level 6	45~55%	6
Level 7	40~45%	4
Level 8	30~40%	2
Non-Compliant	0~30%	0

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

No points will be awarded for achieving B-BBEE objectives if the total percentage scored for B-BBEE is less than 30%. All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

## 2 CONDITIONS OF TENDERING

### General Conditions

**PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS.**

- **BRIEFING MEETING**

Note: Compulsory briefing meeting will take place on virtual platform on the **28 October 2022** at **10h00 am**. See link below: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmE2MzM2NDctY2FmZC00YmM5LWFIMzQtYWMyOTczODBkMjdm%40thread.v2/0?context=%7b%22Tid%22%3a%22bd71323e-f0dc-4d06-8e22-af342304bedc%22%2c%22Oid%22%3a%2209174bf1-727b-442f-84bb-83ce732c74d2%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmE2MzM2NDctY2FmZC00YmM5LWFIMzQtYWMyOTczODBkMjdm%40thread.v2/0?context=%7b%22Tid%22%3a%22bd71323e-f0dc-4d06-8e22-af342304bedc%22%2c%22Oid%22%3a%2209174bf1-727b-442f-84bb-83ce732c74d2%22%7d)

- Questions relating to the RFP will be accepted until **16h00, 11 November 2022**.
- All questions must be submitted to Zandile Mtebele via e-mail to [zandile@elidz.co.za](mailto:zandile@elidz.co.za)
- The closing date for this tender is at **12h00, 18 November 2022**. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za>.
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.
- Tenderers must be registered on CSD database from Treasury.

## 3 SIGNATURES ON TENDERS

All tenders submitted must be signed by that individual, or by someone on his behalf duly authorized and proof of that authority must be attached. All tenders submitted by a company must be signed by a person duly authorized thereto by a resolution of the Board of Directors, a copy of which resolution, duly certified by the Chairman of the company can be submitted with the tender.

If the tender is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by:

A certified copy of the original document under which the joint venture was constituted. This document must clearly define the conditions under which the joint venture will function, as well as the duration and participation of the several constituent persons and/or companies and/or firms.

A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the tender to do so.

In instances of a joint venture, each participating person and/or company and/or firm must complete and submit Annexure A (Procurement Handbook) with the tender together with all profit-sharing percentage information.

#### **4 AREA OF SERVICE/POINT OF DELIVERY**

The delivery of services will be required at the ELIDZ Zones, Lower Chester Road, Sunnyridge, East London as well as other sites under the jurisdiction of the ELIDZ.

#### **5 SPECIAL CONDITIONS APPLICABLE TO THIS CONTRACT**

Service Providers must note the following special conditions of contract will apply to this contract:

Modification of any applicable terms of reference of this contract must be mutually agreed between the parties and reduced to writing.

- VAT: Unless otherwise stated all prices will be inclusive of **Value Added Tax**.
- All services provided must comply and be in accordance with pertinent laws and policies of government.

Where the SERVICE PROVIDER has incurred any liability to the CLIENT, whether arising from or under this Agreement or otherwise howsoever arising, the CLIENT may, without notice to the SERVICE PROVIDER set-off the amount of such liability against any liability of the CLIENT to the SERVICE PROVIDER arising from or under this Agreement, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent, unless otherwise agreed to in writing by the CLIENT.

In the event that the successful Bidder has been awarded the contract with value above R 5 000 000.00 for the same goods/services on a consecutive basis, the successful Bidder will be required to submit a Supplier development plan for SMMEs to be agreed with the ELIDZ.

Where there is no designated sector, ELIDZ may decide to include a specific bidding condition that only locally produced goods or services with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific standards determined by the dti in consultation with the National Treasury.

#### **6 COMPANY PROFILE**

A brief company profile is required, to assist ELIDZ in assessing your capabilities, capacity and competitive advantages.

#### **7 INADEQUATE SERVICE LEVELS AND PERFORMANCE**

In instances of transgression of a more serious nature, should the ELIDZ during the contract period for any reason regard the Service provider's service levels and performance against this contract as being inadequate or not to the ELIDZ's satisfaction, the details will be reduced to writing, clearly headed "Inadequate performance" and sent to the service provider. In the event that the service provider is unable to remedy the complaints to the ELIDZ's satisfaction within 14 days of such notice of inadequate



performance, ELIDZ reserves the right to immediately cancel this contract and recover costs in terms of the Service Agreement.

## **8 SERVICE LEVEL AGREEMENT**

The successful tenderer will be required to enter into a written Service level agreement with the ELIDZ which will be based on the draft Agreement set out herein in Section C, which will include Section A and B and include such terms and conditions as Management may require or prescribe to give effect to in terms of its legal obligations.

## **9 PRICE BASIS**

ELIDZ requires the tender price to remain firm for the validity period of ninety (90) days after the closing date of the tender. The tender price shall be in South African Rand.

Where prices are subject to variation it must be noted that no prices are to be revised or invoiced, without prior mutual agreement and official modification of the contract.

## **10 PAYMENT TERMS**

A maximum payment processing period of thirty (30) days will be enforced. The thirty-day period is effective from the date a complete claim is received. A complete claim requires the following to be processed:

- Original invoices;
- Statement of accounts.

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

## **11 SUFFICIENCY OF TENDER**

The tenderer shall satisfy itself before tendering, as to the correctness and sufficiency of its tender for the project. The tenderer shall ensure that the rates and prices it has stated in the schedules cover all the obligations included in the tender and sufficient for the proper completion of the project.

## **12 TENDERER'S CONDITION**

All tenderer's shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender.

### **13 DISQUALIFICATION**

Respondents are advised that should there be any contact with ELIDZ staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.

It must be stressed that any queries relating to this tender must be in writing and within the period of one week from the date of the briefing session and must be addressed to the Project Manager only. Respondents are not to communicate in any manner or form whatsoever with members of ELIDZ personnel about the RFP until the winning service provider has been selected and such selection has been formally communicated to the public. Any such communications by Respondents with ELIDZ personnel or with persons other than the Project Manager may prejudice a Respondent and may lead to disqualification from consideration for selection. The ELIDZ cannot accept responsibility for the accuracy of any information obtained outside the formal communication process as stipulated.

Any misrepresentation, in particular as it relates to the truthfulness of involvement of HDI's at both ownership level, management and operational level will also result in immediate disqualification.

### **14 SHERQ COMPLIANCE**

Before starting work, the successful service providers must produce the following for approval:

1. Project specific Safety, Health & Environmental (SHE) Risk assessments,
  - a. SHE Risk assessments to include activity specific risks, service providers risk to the ELIDZ and the ELIDZ risk to them;
2. SHE plans and safe work procedures must be developed to respond to project specific activities as well as to identified risks: for example (waste management plans, fall protection plans etc.);
3. List of applicable PPE required;
4. Letters of Good standing with workman's compensation where applicable;
5. Applicable legal appointments - as required;
6. List of chemicals and related Material Safety Data Sheets;

All of the above must be included in a SHE file together with:

1. Copy of scope of work;
2. Copy of appointment;
3. PPE issue register;
4. Requisite training / competency certificates where applicable;
5. Medicals as applicable to the nature of the work (for example, there must be medicals for employees who will be working at heights to confirm that they are fit to work at heights);

## **15 ACCEPTANCE OF TENDER IN WHOLE OR IN PART**

The ELIDZ reserves the right to accept the complete tender as submitted by the tenderer or alternatively, to accept only specific “areas of work” (or parts of “areas of work”) of the tender as it sees fit.

Accordingly, tenderer’s are advised to ensure that all prices submitted against each “area of work” are sufficient to cover the tenderer’s entire obligation as defined in these documents, required to provide each specific “area of work”.

## **16 POPIA**

Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

**17 SUPPORTING DOCUMENTATION TO BE SUBMITTED**

ITEM	TICK
<b>Supporting Documentation To Be Submitted</b>	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Valid Tax Clearance Certificate or SARS PIN	
Valid Proof of Office Location (eg. Relevant, verifiable municipal utility bill, rental / lease agreement of business location)	
Three (3) Completed and Verifiable Reference Letters for similar work (Annexure 2) Must include contact details and related contract dates.	
Three (3) Completed and Verifiable Reference Letters for similar work (Annexure 2). References must be submitted on the form provided by ELIDZ.	
Curriculum Vitae (CV) of Proposed Contract Manager (including verifiable reference contact details).	
Curriculum Vitae (CV) of Proposed Site Supervisor (including verifiable reference contact details)	

**18 COMPULSORY DOCUMENTATION TO BE SUBMITTED**

The following documentation is considered as compulsory documentation and is required to be submitted with your tender. Failing to submit the compulsory documentation will lead to disqualification due to non-responsiveness.

ITEM	TICK
<b>Compulsory Documentation To Be Submitted</b>	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Registration Certificate	
JV Participation Documentation (If applicable)	
Valid proof of good standing for workmans compensation from the Department of Labour Compensation Commissioner, or any other registered workman's compensation insurer.	

ELIDZ reserves the right to verify the validity of the Letter of Good Standing with the Department of Labour.	
Qualification as a Plant Specialist or Horticulturalist (Indicate if the Contract Manager and Supervisor is the same person. In which case, the person must have both the Qualification and Training).	
Formal Training on Alien Vegetation Identification (Indicate if the Contract Manager and Supervisor is the same person. In which case, the person must have both the Qualification and Training).	
Proof of registration as a Pest Control Operator	

## 19 METHOD OF SUBMISSION

The RFP document will be available for download at no cost on **18 November 2022 at 12h00 (Noon)** from the East London Industrial Development Zone website: [www.elidz.co.za](http://www.elidz.co.za) under Opportunities >> Tenders

All tender documents are to be submitted online at <https://tenderportal.elidz.co.za>

No late tenders will be accepted.

Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.

The ELIDZ reserves the right:

1. To negotiate with the successful tenderer and/or
2. modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
3. reject any Proposal which does not conform to instructions and specifications which are detailed herein;
4. disqualify Proposals submitted after the stated submission deadline;
5. disqualify Proposals submitted that do not meet the goods or services specifications;
6. disqualify Proposals submitted that do not meet the necessary functionality where required;
7. not necessarily accept the lowest priced Proposal;
8. reject all Proposals, if it so decides;
9. place an order in connection with this Proposal at any time after the RFP's closing date;
10. split the award of the order/s between more than one Supplier/Service Provider; or
11. make no award at all;
12. ELIDZ reserves the right not to award business to the highest scoring bidder/s where objective criteria justify the award to another bidder.
13. The ELIDZ does not bind itself to accept your (or any) proposal, nor will it disclose any information regarded as confidential.



## **SECTION B: Requirements Specification**

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FOR ALIEN VEGETATION CLEARING AND CONTROL SERVICES FOR THE EAST LONDON  
INDUSTRIAL DEVELOPMENT ZONE

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## 1. Introduction

The East London IDZ (ELIDZ) would like to appoint a service provider to provide clearing, treating and disposal of all alien vegetation, for a period of two years, in and around the East London Industrial Development Zone (ELIDZ), and in so doing compliment 'greening' projects within the region.

## 2. Considerations

### 2.1. Requirements Considerations

The services defined are based on the current understanding of the requirements and strategic and business objectives of the ELIDZ. Therefore, as the need arises, the services may be amended (by agreement between the parties) to ensure that it at all times reflects the realities of the relationship between the ELIDZ and the Service Provider.

### 2.2. Requirements for Functionality

The score achieved for quality functionality will be assessed using the following criteria, each of which will be scored individually up to the maximum number of points indicated (failure to submit the relevant information will result in zero score for that section).

#### FUNCTIONALITY EVALUATION MATRIX

The following evaluation criteria should be read in conjunction with completing and submitting Annexure 2 (Reference Letters).

Evaluation Areas	Evaluation Criteria	Total Max Points	Item Max Points	Evaluation Description
Years the company has been doing Alien Vegetation Control and Clearing	The number of years the company has been providing Alien vegetation clearing and control services (determined from the contract dates confirmed on the reference letters – Annexure 2)	30	30	>5 years
			25	>3 years to 5 years
			15	>1 to 3 years
			10	1 year
	Annexure 2 completed with respective referee contact details, signature, and stamp. (Score calculated by adding the total scores of submitted relevant reference letters – (Annexure 2). (Relevant references are those references for contracts with Alien Vegetation Clearing work experience, where work was conducted for a minimum	30	30	



Evaluation Areas	Evaluation Criteria	Total Max Points	Item Max Points	Evaluation Description
	contract period of two years, and this will be determined by the information provided in the reference letter).			
<b>Experience, and competency of Contract Manager</b>	Will be determined CV with cover letter summarizing the previous / current similar work done as well as applicable testimonials with contact details for verification purposes)	20	20	>8 years
			15	>5 years to 8 years
			10	>1 to 5 years
			5	1 year
<b>Experience, and competency of on-site Supervisor</b>	Will be determined by CV with a cover letter summarizing the previous / current similar work done as well as applicable testimonials with contact details for verification purposes)	20	20	>5 years
			15	>3 years to 5 years
			10	>1 to 3 years
			5	1 year

**NB:** Minimum points required to proceed to the next evaluation phase is 70 out of 100.

### 2.3. Financial Considerations

Payment milestones will be attached to the service level agreement.

### 2.4. Time Constraints

The East London Industrial Development Zone would like this project to commence on the 15 January 2023 after the signing of the service level agreement.

### 2.5. Area of Service and Facilities

The delivery of services will be required at the East London IDZ offices, Lower Chester Road, Sunnyside, East London or anywhere the service is required.

## 3. Detailed Requirements

This section aims to unpack all elements required for this project.

The initial clearing, treating and disposal of all alien vegetation will be done in the following sites of the ELIDZ.

Zone 1A

Zone 1B

Zone 1C

Zone 1D

Zone 1 E (golf course)

Fort Jackson

Area	Hectares
Zone 1 A	19.1193
Zone 1B	5.1747
Zone 1C	1.5935
Zone 1D	5.1747
Zone 1E	26.2250
Fort Jackson	0.5212

Site Images (*attached as ANNEXURE 3*)

Compartment List & Sizes (*attached as ANNEXURE 4*)

## 1. METHODS OF CONTROL

The following methods of control should be used for the project areas:

Class	Clearing Method
Seedlings	Hand pulling / hoeing
	Foliar herbicide application
Saplings (non woody stems)	Hand pulling / hoeing
	Foliar herbicide application
	Basal stem treatment
	Cut stump treatment
Woody stems	Ring barking
	Frilling or partial frilling
	Basal stem treatment
	Cut stump treatment

## 2. DESCRIPTION OF ACTIVITIES

- a) On grassland areas where there is an occurrence of alien vegetation saplings, the grass must be removed by use of weed eaters to cut all the grass and saplings, to suppress the growth of alien vegetation and stimulate increased grass growth.
- b) *Areas which become denuded due to removal of dense alien vegetation should be rehabilitated through the planting of grass by hand seeding the affected area, to combat regrowth of unwanted plants.***
- c) The preferred treatment of non-woody species in grassland areas would be mowing with a tractor drawn mower but in other terrains it would be herbicide application.
- d) There are some species that according to legislation must be dealt with on site (e.g., Lantana), in other words the cut plants cannot be removed from the site and taken elsewhere.
  - a. All species that must be dealt with on site (e.g., Lantana) that are removed by cutting should be chipped on site so that the plant matter is retained locally, also the chipped material will develop into compost over a few weeks.
- e) All herbicides used must either be SABS or Industry approved and only trained and competent personnel must handle herbicides.
- f) All staff must undergo vegetation clearing and machine handling training i.e.:
  - Chainsaw operators must receive training in chainsaw appreciation and operation.
- g) All staff must have the appropriate PPE i.e.:
  - sturdy closed-toe safety protective shoes with slip-proof soles.
  - close-fitting clothing (long pants), with leg protection for machine operators - no capes.
  - Gloves.

- Protective safety eyeglasses.
- Hearing protection.
- Face mask (during dry dusty conditions.)

### 3. REPORTING

Detailed activities of the month and status of work should be documented and submitted monthly to ELIDZ Project Management team. This must include:

- Project spend update.
- A summary of activities carried out during the month per area.
- Reasons for delays (e.g., recorded number of rain days).
- Photos indicating area cleared both before and after treatment. These must be taken from the same fixed point for true comparisons to be made.
- **CLOSE OUT REPORT:** At the end of the contract a report covering the entire duration of the contract must be submitted, this report will be in the same format as the monthly reports

### 5. SPECIAL NOTE

- A comprehensive clearing plan must be submitted prior to starting work.
- The Contractor must keep an accurate monthly verifiable log of areas cleared for verification of period between alien clearing and follow-up sessions.
- A risk assessment in the form of a Hazard Identification and Risk Assessment (HIRA) must be conducted prior to the commencement of work.
- Contingency planning must be in place for the potential risk of non-delivery of the services due to inclement weather. Missed days due to rain can be mitigated for within the period of contingency provided for at the end of the contract.

## 4. Response Format

### 4.1 Company profile

- Provide an overview of your company establishment and operational history.

### 4.2 Service provider skills competency

- Curriculum Vitae (CV) of Proposed Contract Manager (including verifiable reference contact details to verify previous similar work experience). Indicate if the Contract Manager and Supervisor is the same person. In which case, the person must have both, the Qualification and Training.
- Curriculum Vitae (CV) of Proposed Site Supervisor (including verifiable reference contact details to verify previous similar work experience). Indicate if the Contract Manager and Supervisor is the same person. In which case, the person must have both, the Qualification and Training.

### 4.3 Service Provider similar work experience

- Minimum of 3 Valid reference letters (annexure 2) must be completed; stamped and / or signed and dated by the referee.

- Reference letters that do not satisfy the following requirements shall be deemed invalid and will not be considered:
  - Minimum contract periods of two years per contract for security services rendered at:
- The scoring provided by the referee will be used in the functionality evaluation.

#### **4.4 B-BBEE**

Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company.

Please forward any queries to: Zandile Mtebele at the following contact details:

E-mail: [zandile@elidz.co.za](mailto:zandile@elidz.co.za)

Tel: (043) 702 8200

Fax: (043) 702 8251



## **ANNEXURE 1**

---

PROCUREMENT HANDBOOK





## ANNEXURE 2

---

REFERENCE LETTER

# ANNEXURE 3

---

SITE IMAGES

# ANNEXURE 4

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COMPARTMENT LIST AND SIZES