



## ENVELOPE A – TECHNICAL PROPOSAL

TENDER NO: RFP/GCS/Z1B/2024

## REQUEST FOR PROPOSAL (RFP) PACK

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FOR THE APPOINTMENT GRASS CUTTING SERVICES FOR A PERIOD OF THREE  
YEARS (**ZONE 1B**)

START DATE: 23 MARCH 2024  
CLOSING DATE: 15 MARCH 2024

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

TENDERER'S ADDRESS:

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## **SECTION A: General Guidelines**

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FOR THE APPOINTMENT OF A GRASS CUTTING SERVICE PROVIDER FOR A PERIOD OF THREE YEARS

## 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 scoring in term of Specific goals evaluation).

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 Specific Goals scoring. The following formula is used:

Calculation of the points for Price:

$$Ps = R \times \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Points scored for price of tender under consideration

R = Percentage of the price

Pt = Rand value of tender under consideration

Pmin = Rand value of lowest acceptable tender

R must be up to a maximum of 80

### Score Breakdown

80 points

Specific goals = 20 points

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential and specific goals shall be as per below may include:

- (a) Historically disadvantaged individuals' companies (51% Black owned)
- (b) Women (51% Black Women Owned) companies.
- (c) Persons with 51% disability owned companies
- (d) SMMEs
- (e) Service providers located in Eastern Cape Province
- (f) Youth
- (g) Any other RDP goal or preference points in favor of historically disadvantaged individuals, may be added.

The tender documents shall stipulate—

- (a) the applicable preference point system as envisaged in regulations
- (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

Tenderers are required to submit a Valid original or certified B-BBEE Certificate issued by verification agency accredited by SANS for the Generic Suppliers, for QSE's and EME's Sworn Affidavit signed under oath confirm ownership status. Failure to submit a valid B-BBEE certificate and/or sworn affidavit may 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 Specific goals criteria into points.

**Table: Specific Goals Points Conversion**

Estimated Rand Value inclusive of Vat	Specific Goals and Point allocation
Above R1 000 000 up to R50 000 000	80 points for price
	10 points - 51% and above Black owned suppliers 5 points - 25% up to 50% Black owned suppliers 0 points below 25% Black owned suppliers
	5 points for Eastern Cape Based suppliers 0 points outside Eastern Cape
	1 point for 51% and above Youth owned suppliers
	1 point for 51% and above Women owned suppliers.
	3 points for SMME's (EME or QSE)

Specific Goals returnable Documents	
Evaluation Criteria	Returnable document
51% and above Black owned suppliers	SANAS accredited BBBEE Certificate/Affidavit
Eastern Cape Based suppliers	Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councilor)
51% and above Youth owned suppliers	BBBEE Certificate/Affidavit/CSD report
51% and above Women owned suppliers.	BBBEE Certificate/Affidavit/CSD report
persons with disabilities	BBBEE Certificate/Affidavit/CSD report

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.

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.

- A Compulsory Briefing with representatives of the Employer will take place at Virtually via Microsoft Teams on 1<sup>st</sup> March 2024 starting at 10h00. See link below to join: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MDhhMDUxZjEtZTNiOS00YzQxLWFkZmUtNTBmYzRhNGJmZjM5%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_MDhhMDUxZjEtZTNiOS00YzQxLWFkZmUtNTBmYzRhNGJmZjM5%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 on the 7<sup>th</sup> March 2024. All questions must be submitted to Zandile Mtebele via email to [zandile@elidz.co.za](mailto:zandile@elidz.co.za) and responses will be sent to all potential tenders by the 15:00 on the 8 March 2024.
- The closing date for this tender is at 12h00 on the 15<sup>th</sup> March 2024. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time.
- 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 office, Lower Chester Road, Sunnyside, East London.

#### **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 / FIRM 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;
- Original covering letter of approval by the consultant where applicable;
- Original covering letter of approval by the relevant ELIDZ official where applicable.
- 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 (IF APPLICABLE)**

Before starting work, service providers must undergo ELIDZ SHE induction and produce the following for approval:

1. Project specific Safety, Health & Environmental (SHE) Risk assessments,
  - a. SHE Risk assessments to include activity specific risks (example risk of injury, risk of operating machinery, risk of pollution, etc.), 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. Emergency preparedness plans – including relevant emergency contact information (example, emergency services and contacts for those with information on dealing with snake bites);
4. List of applicable PPE required;
5. PPE issue register;
6. List of chemicals and related Material Safety Data Sheets;
7. Letters of Good standing with workman's compensation where applicable;
8. Applicable legal appointments - as required;
9. Requisite training / competency certificates where applicable;
10. 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);
11. Applicable certifications and / or registrations with / from the relevant authorities as required;

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

1. Copy of scope of work;
2. Copy of appointment;

#### 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 SUPPORTING DOCUMENTATION TO BE SUBMITTED

ITEM	TICK
Implementation methodology which includes (supervision, emergency preparedness, contract management, training and machine handling)	
General written References for Company Experience (on a company’s letterhead, signed or stamped by relevant referee)	
Three (3) Completed Reference Letters (Annexure 2)	
Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councillor)	
Valid and original B-BBEE Verification Certificate for Generic Companies, Sworn Affidavit for QSE’ and EME’s.	

#### 17 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 Report	
JV Participation Documentation (If applicable)	
Letter of Good standing (COIDA) or any valid third-party compensation insurance	

## 18 POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the 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.

## 19 METHOD OF SUBMISSION

The RFP document will be available for download at no cost on 23 February 2024 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 THE APPOINTMENT OF A GRASS CUTTING SERVICE PROVIDER FOR A PERIOD OF THREE YEARS

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## 1. Introduction

The East London Development Zone (ELIDZ) is a “Greenfields” development project that is part of a sub-regional economic growth and employment creation initiative driven by the government’s micro-economic reform strategy, as implemented by the South African Department of Trade and Industry.

The industrial development Zone is rapidly taking shape on Buffalo City’s West Bank, adjacent to the existing East London port and has some 264ha of land available in its Phase One developments for the accommodation of new industry. The project includes the establishment of a Customs Control Area to allow for a duty-free importation of manufacturing inputs utilized in the production of export products and also provides access to a variety of general sector-specific industrial investment incentives.

The development and operation of the Zone are managed by the East London Industrial Development Zone (Pty) Limited, under authorization by the State. The company was established to plan and implement the East London IDZ in a phased manner for manufacturing and other industrialists and features world class infrastructure and dedicated utility and other services.

The primary objective of the ELIDZ is to be able to attract local as well as international investors. The ELIDZ should reflect South Africa as a high-calibre and world-class competitive investment destination. It is thus imperative that the ICT infrastructure and systems are of the highest calibre.

## 2. Considerations

### 2.1. Requirements Considerations

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**

Functional Requirements	Points	Notes
<b>Implementation methodology</b>	<b>20</b>	Company required to provide detailed method statements, which demonstrate the manner in which work is carried out in a contract of this nature The method statement should cover a minimum of four core activities (five points scored per activity)
Site Supervision	5	
Emergency Preparedness	5	
Contract Management (including communication & reporting)	5	
Training and Machine handling	5	
<b>Company experience in grass cutting</b>	<b>50</b>	General Written references. The references must be on a company's letter head, stamped/ signed by relevant referee. Years of experience will be determined from the references.
No Submission	0	
0 to 1-year experience	10	
>1 to 3- years' experience	20	
> 3 to 5 years' experience	30	
>5 to 8 years' experience	40	
>8 years' experience	50	
<b>References</b>	<b>30</b>	Annexure 2 completed and stamped with respective referee's company stamps. (Score calculated by adding the total scores of the three submitted reference letters – Annexure 2).
Reference score (sum of three reference scores)		
<b>TOTAL</b>	<b>100</b>	

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

## **2.2. Financial Considerations**

Payment milestones will be monthly over 3 years according to the commencement date agreed upon in the service level agreement.

## **2.3. Time Constraints**

The East London Industrial Development Zone would like this project to commence during April 2024 after the signing of the service level agreement.

## **2.4. Area of Service and Facilities**

The delivery 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**

## **3.1. Scope**

**The scope of services to be rendered is as follows:**

### **General mowing**

General mowing along firebreaks and road verges shall include the following:

#### **1. Firebreaks**

The widths of the firebreaks are:

Internal and external firebreaks: Some of the firebreaks are 5,0m outside the fence and 5m inside the fence as shown on the map (all from the fence line) or firebreaks along the perimeter fence at a width of 10m inside the fence and 5m outside the fence as shown on the map (all from the fence line).

#### **2. Grassed or road verges:**

Grassed or road verges where they exist from the edge of the road to the erven boundary.

#### **3. Grassed side drains**

Any grassed or gravel side drains and any area between either concrete/tarred or concrete/tarred surfaces falling within the adjacent strips.

#### **4. Culvert inlet and outlet**

These areas must be cleared of grass / weeds that are to be removed after cutting to avoid creating blockages.

#### **5. Designated areas**

The Contractor shall cut all grass and weeds in designated areas surrounding existing service structures, such as electrical transformers or substations, for a distance of 3m around the structures. The Contractor shall control all

vegetation growth around these structures in such a way necessary to prevent any damage to the structures due to veld fires.

The Contractor shall cut all grass and weeds in designated areas surrounding developed industrial sites, as shown on the map. These designated areas will have a width of 5m, with the exception of the areas surrounding the Vehicle Storage Park (VSP), and the Diamond Polishing Factory. The western side of the VSP is a 30m wide break, while the entire erf on the eastern side of the VSP will have to be kept cut. The entire erf on the eastern side of the Diamond Polishing Factory will have to be kept cut.

#### **6. Services servitudes**

The Contractor shall cut all grass and weeds in designated areas that fall within services servitudes to the full width of the servitude.

#### **7. Pruning along security fences**

- (i) The Contractor shall cut all woody stemmed vegetation, and weeds within a 1.5m wide strip of the security fence.
- (ii) All branches that protrude into this strip shall be pruned.

Maps for all the areas to be serviced will be made available during compulsory briefing session.

#### **Requirements**

Below are the sizes and projected costs per area to be serviced.

#### **Zone 1B**

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>
General mowing and removal of cuttings.		
Road verges in Zone 1A	m <sup>2</sup>	63 670
Road verges in Zone 1B	m <sup>2</sup>	20 110
Designated areas in Zone 1B	m <sup>2</sup>	4875
External 5m firebreaks in Zone 1B	m <sup>2</sup>	10, 185
Internal 5m firebreaks in Zone 1B	m <sup>2</sup>	21 515
Removal and transport of cuttings	sum	

The following shall apply for any mowing and cutting operation of the areas in the above table:

- (i) All vegetation that does not fall within a landscaped area or has not been planted for landscaping purposes shall be cut down.

- (ii) The grass shall be mowed to a height of not less than 20mm and not more than 150mm measured above the surrounding ground level and removed.
- (ii) No distinction will be made between grass on flat areas or on slopes.
- (iii) The Contractor shall be responsible for baling or the collection and disposal of all vegetation cuttings by machine or by hand. Grass cuttings may be left in sparsely covered areas but shall be evenly distributed.
- (iv) The road pavement shall be kept clear of grass spreading over the edges.
- (v) Concrete side drains shall be cut clear of grass spreading over the edges or growing in the joints. After removal of the grass, the concrete surfaces shall be swept clean of grass.
- (vi) The removal of the bales or heaps of grass shall be undertaken at the same rate of progress as the baling operation. Bales or heaps of grass shall not be left in drainage channels or be left in the road reserve for a period exceeding two days, or be left in the road reserve over weekends, or be left in the road reserve closer than 4m from the edge of the tarred surface.
- (vii) Grass cuttings that are not baled shall be removed from site in black bags and disposed of at the Roundhill Solid Waste Site in Berlin
- (viii) Certain areas, such as between the patches of indigenous bush and the perimeter fence, will not lend themselves to normal tractor or lawnmower cutting and these areas shall be cut using alternative methods. The finished work shall provide a neat and evenly cut appearance with no isolated tufts of grass left remaining.
- (ix) Cutting by hand, cleaning and removal of grass cuttings shall keep up with the mechanical mowing.
- (x) Grass flattened by implements during the mowing and cutting process shall be cut by hand

#### **ACCEPTANCE CRITERIA**

(a) Designated areas

The height of the grass shall not be less than 20mm and not more than 150mm at any time during the maintenance period.

(b) General mowing

Vegetation shall be cut to the required height of between 20mm and 30mm and mowing done evenly without abrupt changes or breaks at and within the period specified. Areas shall be left neat and tidy with all vegetation cutting removed.

(c) Protection of existing structures

All existing structures shall be left in the same state as found at the beginning of the contract. Any damage to structures caused during grass cutting / mowing activities will be repaired or replaced to the satisfaction of ELIDZ and for the cost of the Service Provider.

## **EQUIPMENT**

The mechanical mowers shall be in good order and fitted with a boom mounted flail cutting attachment to cut vegetation on slopes. The mower shall be fitted with two high intensity amber flashing lights, which shall be visible from both the front and the rear of the vehicle.

Safety precautions must be taken to ensure that the mower does not project or propel any stone or object, which may cause injury to persons or damage to public vehicles, especially alongside the roads.

Chemical toilets must be provided by the Contractor for his/her staff while cutting operations are underway in the ELIDZ. Toilets must be within 400m of the cutting operations.

## **HUMAN RESOURCES & ADDITIONAL EQUIPMENT REQUIREMENTS**

A, minimum number of the following Human Recourses & Equipment is mandatory and will be verified by the ELIDZ before the contract is awarded:

- 2 x heavy duty brooms (where applicable to the area being serviced)
- 2 x Heavy duty rakes
- 5 x workers (Minimum requirement)
- 1 x on site supervisor (can be owner of company)
- Mobile Safety nets to protect parked vehicles from stone chips (where applicable)

These minimum requirements are mandatory and must be in place before the preferred tenderer proceeds with rendering the services. Failure to comply with these minimum requirements constitutes a breach in contract.

Mechanical driven mowers used shall be in good order and fitted with a boom mounted flail cutting attachment to cut vegetation on slopes. The mower shall be fitted with two high intensity amber flashing lights, which shall be visible from both the front and the rear of the vehicle. The operators of these machines must be wearing the correct PPE at all times.

Push mowers used, brush-cutters / weed-eaters shall be in good working order and the operators of these machines must be wearing the correct PPE at all times.

Safety precautions must be taken to ensure that mowing does not project or propel any stone or object, which may cause injury to persons or damage to public vehicles, especially alongside the roads, in this case Shade nets or screens must be used when cutting along the Vehicle Distribution Storage (VDS).

The ELIDZ reserves the right to verify information provided with regards to equipment.

Applicable PPE referred to above must be provided to all employees engaged in the provision of the services and accordingly utilised.

PPE includes but might not be limited to:

- Applicable Protective eye wear;
- Applicable Gloves;
- Shin guards;
- Applicable Safety footwear;
- Applicable ear protection for noise;

## **FREQUENCY OF CUTTING**

- There will be one cut per month over a period of 36 months (3 years). Monthly cuts are not guaranteed as grass cutting will be based on season changes.

## **INSPECTION OF SERVICES RENDERED FOR PAYMENT**

- Inspection of the cut / mowed areas will be after every cut.
- Failure to comply with the required specifications / scope of work will result in payment being delayed until non-complying areas are corrected.

## **MEASUREMENT AND PAYMENT**

### **GRASS CUTTING: GENERAL MOWING**

Item

Unit

General mowing and removal of grass cuttings

(a) Firebreaks	square metre (m <sup>2</sup> )
(b) Road Verges	square metre (m <sup>2</sup> )
(c) Designated areas	square metre (m <sup>2</sup> )
(d) Servitudes	square metre (m <sup>2</sup> )
(e) Pruning along fence-lines	square metre (m <sup>2</sup> )
(f) Removal of grass cutting	sum

The unit of measurement shall be the number of general cut / mow and removal of grass cuttings operation for section as specified.

The tendered rate shall include full compensation for furnishing all equipment and labour for each cut / mow and removal operation, regardless of whether the grass is cut by machine or manual labour and shall include all costs for the picking up and disposal of grass cuttings, all as specified under “**Execution of work**”.

No separate payment will be made for cutting grass on steep or rocky slopes. The tendered rate shall also include the removal of cut grass from all open drains of growth as specified in this section and the cutting of grass around road signs.

The width of cut for general mowing on firebreaks shall always be in accordance with the width specified herein and on the map.

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

#### **4. Response Format**

##### **4.1. Company / Firm profile**

- Provide an overview of your company profile.
- Provide an organogram for team allocated to this project in terms of roles and responsibilities as well as supporting CVs.

##### **4.2. Implementation Methodology**

- Provide a clear methodology on how this service will be executed and managed. The methodology must clearly state how the contractor will ensure adequate supervision, emergency preparedness, contract management and training.

##### **4.3. Three Completed annexure 2 forms**

- Respondents are required to provide a minimum of 3 references relevant to this tender.
- The Reference Form (see Annexure 2) must be completed on behalf of all respondents and must be stamped and/or signed by the reference entity.
- ELIDZ reserves the right to verify the references.

##### **4.4. General Written References**

- Respondents are required to provide sufficient reference letters as proof of experience in providing grass cutting services.
- References must be on a referee company's letterhead, stamped/signed by relevant personnel.
- ELIDZ reserves the right to verify the references.

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

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### PROCUREMENT HANDBOOK





## ANNEXURE 2

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REFERENCE LETTER



## ANNEXURE 3

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TRACK RECORD