




**Opening Date:** 2020-09-07   
**Closing Date:** 2020-09-15   
**Closing Time:** 11:00


## INSTITUTION DETAILS

**Institution Name:** Head Office Quotations   
**Province:** KwaZulu-Natal  
**Department or Entity:** Department of Health  
**Division or section:** Central Supply Chain Management  
**Place where goods / services is required** Infrastructure Development  
**Date Submitted** 2020-09-04 

## ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ:  
642/20/21-H  
**Item Category:** Services   
**Item Description:** Appointment of a service provider for the maintenance of Gardens and Grounds at Townhill Office Park for a period of 3 months  
  
**Quantity (if supplies)** 01

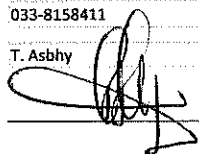
## COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Compulsory Site Visit   
**Date :** 2020-09-11   
**Time:** 09H30  
**Venue:** Townhill Office Park

**QUOTES CAN BE COLLECTED FROM:** [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**QUOTES SHOULD BE DELIVERED TO:** 310 Jabu Ndlovu street Old Boys Model, Tender Quotation Box or Email to [Quotations.scmho@kznhealth.gov.za](mailto:Quotations.scmho@kznhealth.gov.za)

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

**Name:** Nolwazi Mthembu  
**Email:** [nolwazi.mthembu1@kznhealth.gov.za](mailto:nolwazi.mthembu1@kznhealth.gov.za)  
**Contact Number:** 033-8158411  
**Finance Manager Name:** T. Asbhy  
**Finance Manager Signature:** 



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER ..... DATE.....  
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	01	Appointment of a Service Provider for the maintenance of Gardens and Grounds at Townhill Office Park for a period three(3)months (03 employees on site per month)				
		NB: Specification attached				
		Compulsory Site Inspection Venue: Townhill Office Park Date: 11/09/2020 @ 09H30				
		Kindly bring documents on the site inspection				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or Quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: <u>Nolwazi Mthembu</u> ..... Tel: <u>033-815 8411</u> .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>Nokuthula Njokwe</u> ..... Tel <u>033-3952567</u> .....
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**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

**2. CHANGE OF ADDRESS**

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
  - (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

**4. SAMPLES**

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**5. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

5.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date 11 /09 /2020 Time 09 :30 Place Townhill Office Park

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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## 6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, ***it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.***
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, ***the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.***

## 9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

## 10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 11. PENALTIES

- 11.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

## 12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

**FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P \min}{P \min} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS..... ..... .....

# TOWNHILL OFFICE PARK

## SPECIFICATION

SPECIFICATION FOR MAINTENANCE , LANDSCAPING AND CLEANING OF GARDENS AND GROUNDS:

PERIOD THREE (03) MONTHS

NUMBER OF PERSONNEL REQUIRED

- Three (3) required daily for maintenance and cleaning of the gardens and grounds.

### WORKING HOURS

Monday – Friday (excluding public holidays)

Start Time and Finish time: 7h00 – 16h00

Tea Time: 10h00 – 10h15

Lunch: 12h45 – 13h30

### COMPULSORY SITE INSPECTION /BRIEFING SESSION

(Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process)

Date :

Time : 10H00

Venue : KZN Health Head Office, Townhill Office Park, Hysslop Road, Townhill Hospital premises

### 1. Scope of Work

**Areas of responsibility are as follows:**

- 1.1 Maintenance of all garden areas and landscaping within defined property area
- 1.2 Mowing of all grassed areas including nature strips at the property
- 1.3 Rubbish and debris to be removed from all areas within property
- 1.4 Sweeping/blowing of all pathways, ground gutters & driveways of all refuse following completion of cutting areas within property
- 1.5 Trimming and pruning of trees including trees/shrubs within the branch and those overhanging any pedestrian path or walkway according to Council regulations.
- 1.6 Removal dead trees/shrubs/ within property. Replacement of trees / shrubs will be at the cost of the Client, except replacements due to lack of maintenance and negligence on the part of the contractor.
- 1.7 All trees requiring watering to be watered by hose, the basins being filled once per week throughout the year.
- 1.8 Weeds are to be removed from all areas within the property and weed control to be maintained
- 1.9 Contractor to submit Job Safety Analyses sheets and Material Safety Data Sheets for all works.
- 1.10 All garden refuse to be removed from site on a weekly basis.

### Weed Definition

Any plant that is unwanted, non-native, or classed as a noxious weed is to be removed and disposed.

### 2. Indigenous plants maintenance

#### 2.1 Agapanthus

- These plants need to be checked regularly for infestations of caterpillar
- The plants must be sprayed with pesticide every two weeks in summer and once a month in winter.
- Care should be taken in areas of high density planting – spray hoods must be used to prevent damage to non-target species.

## 2.2 Aristida grasses

- Aristida grass needs to be cut back once a year around August.

## 2.3 Watering of indigenous plants

- Although the plants are indigenous, but watering is still required, thus it should be done on a weekly basis (depending on rainfall)

## 2.4 Weeding

- All planted areas shall be maintained in a weed free state. Weeding shall take place once a month or when the weed content exceeds 5% of the total garden area.
- Emergent weeds shall be spot treated with herbicide or removed manually.
- Weeds must not detract from the appearance of the garden area. Garden beds are to be free of weeds at the completion of each attendance.
- Large weeds should be removed by hand or with hand tools taking care not to damage non – target species.

## 2.5 Pest control

- The garden has a problem of ants, and therefore needs to be treated with pesticide on a regular basis.
- The Contractor is to monitor constantly throughout the garden and to treat accordingly as and when required.
- Natural and approved organic pesticides are to be used.
- The applications of pesticides are to be carried out fully in accordance with the manufacture's specifications and must be carried out by a competent qualified person.

## 3. Grassed area Maintenance

- 2.1 Prior to mowing all grassed areas are to be cleared of paper, rubbish, large stones, tree branches and other obstacles.
- 2.2 Grass & weeds are to cut to a height considered normal for grassed areas or as directed (approx. 50 – 70mm). Height of grass and weeds are not to exceed 150mm.
- 2.3 Lawn edges to buildings, paths, fences or other structures and garden beds are to be trimmed and to the level with the adjacent mowed area.
- 2.4 Edges shall be trimmed to reveal the edge of the path, curb and fence lines.
- 2.5 Grass around trees and shrubs in lawn area to be trimmed to the butt of the tree or shrub.
- 2.6 At these locations (with approval) spraying of herbicides may be used to control the grass, particular care to be taken not to ring bark and tree or bush.
- 2.7 Pathways and gutters are to be swept/blown clean after the completion of mowing.
- 2.8 All grassed areas to be mowed in accordance with relevant Job Safety Analysis where required.
- 2.9 Any recommendations for improvements to property lawn/grassed areas are to be discussed with relevant site manager.

## 3. Garden Bed Maintenance (Gardening and Weeding)

- 3.1 Garden beds are to be kept in a well presented, neat fashion

- 3.2 Weeds and suckers are to be removed from all garden beds, ground gutters, car parks and other areas within property area.
- 3.3 All shrubs/bushes/plants are to be pruned and shaped where required.
- 3.4 All rubbish within garden beds is to be removed and taken off site
- 3.5 Borders to be trimmed and kept neat
- 3.6 Soil must not be mounded around shrubs (which constitutes upward growth of fine roots)

#### 4. Tree Work (Other than that in the regular garden maintenance)

- 4.1 Tree branches are to be trimmed to provide a vertical clearance from the drive way and car parking surfaces of 4 meters (unless otherwise specified for special requirements)
- 4.2 Trees and shrubs are to be pruned to a height of 4 meters to avoid interference to pedestrians, cars, cyclists and vehicles
- 4.3 Corridor clearance at entry/exit to site / property to be maintained for the safety of pedestrians / vehicle traffic.
- 4.4 Shrubs and dead foliage are to be cut out and removed as requested by the institution
- 4.5 All mature & juvenile trees are to be pruned in accordance with relevant Job Safety Analysis' (As per your JSA's regarding safe use of chainsaws, chippers, etc.) and environmental standards.
- 4.6 Invasive trees i.e. Syringa trees to be ring barked, poisoned and removed .
- 4.7 Mature trees from stem size 75mm in diameter and larger do not require water basins. All basins are to be kept weed free.

#### 5. Car park / Pathway Maintenance

- 5.1 All rubbish is to be removed and taken off site
- 5.2 Leaves and rubbish that have accumulated against buildings, walls, pathways, drains shall be picked up and removed.
- 5.4 Poison application will adhere to all Department of Primary Industry standards
- 5.5 Ivy control in problem areas (fences etc.) is to be dealt with accordingly.
- 5.6 At completion of works, all areas are to be cleaned of garden refuse to ensure areas are free of leaf litter, grass, dirt, etc.
- 5.7 When necessary, areas are to be serviced and cleaned as agreed upon by Institution.

#### 6. Mulching

- 6.1 The Contractor is to maintain all mulched areas within the property, using general bush mulch.
- 6.2 Mulch is to be kept to a level of 50mm – 75mm – with regular turning to keep mulch aerated (every 2nd visit).

#### 7. Site Clean-up

- 7.1 During the course of the works the Contractor shall keep the site in a clean and safe condition.
- 7.2 The contractor is directly responsible to ensure the work site/area is kept neat at all times and must be totally cleaned up on completion of the works by the contractor.
- 7.3 The contractor will be recalled to carry out a clean-up at the contractors' cost and time if found otherwise.

#### 8. Site Improvements and Periodical Replanting Works

- 8.1 The Contractor will provide from time to time recommendations on improving the site's garden beds, lawn/grass areas and what else will improve the property appearance.

9. SAFETY OH&S Requirements

9.1 Personnel to wear appropriate personal protective equipment (PPE) as each job requires –e.g. gloves, safety boots, earmuffs, safety clothing.

10. MACHINERY AND MANNING REQUIREMENTS

The company must itemise the machinery/other equipment that their company will utilise at the Institution to successfully execute the contract.

MACHINERY/EQUIPMENT	QUANTITY

11. UNIFORM AND PROTECTIVE CLOTHING

Staff uniform must be supplied on by the contractor. Service provider must ensure each staff is provided with the following:

- a) Full Uniform
- b) Name tag with full description of staff identity
- c) Safety boots
- d) Heavy duty gloves/ shoulder elbow length gloves
- e) Goggles
- f) Disposable aprons

*Note: a) Bidders must note that cleaning equipment and machinery must be supplied by the service provider.  
 (b) Quantities will be determined by the size of the institution and that all Equipment must be SABS/CE approved.*

Staff must be trained before the commencement date of the contract on the use of chemicals and cleaning procedures.

Monthly updates/reports/meeting regarding cleaning of the premises must be handed over to the Manager of the Institution or Artisan Superintendent.

Any poison used must not be harmful to the soil, bird live and insect life and not to kill off the existing grasses.

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• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING