



## Quotation Advert

**Opening Date:** 16/11/2023  
**Closing Date:** 28/11/2023  
**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Rietvlei Hospital  
**Province:** KwaZulu-Natal  
**Department of entity:** Department of Health  
**Division or section:** Central Supply Chain Management  
**Place where goods/** **Rietvlei Hospital (Systems Dept.**  
**Date Submitted:** 15/11/2023

### ITEM CATEGORY AND DETAILS

**Quotation number:** RVH107/11/23/24  
**Item Category:** Services  
**Item Description:** Maintenance of garden and ground for a period of 04 Months  
**Quantity (if supplies):** NB: Kindly bring your own document on the date of compulsory site briefing

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Complusory Briefing  
**Date:** 21/11/2023  
**Time:** 10:h00  
**Venue:** Rietvlei Hospital dinning Hall

QUOTES CAN BE COLLECTED FROM: KZN Health website

QUOTES SHOULD BE DELIVERED TO: Main Security Gate (Tender Box)

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

**Name:** Mr L. Doko  
**Email:** rietvlei.aq@gmail.com  
**Contact number:** 060 337 1475

**Finance Manager:** Mr. P.S BIYASE

**Finance Manager Signature**



# SPECIFICATION FOR MAINTENANCE AND CLEANING OF GARDENS AND GROUNDS AT RIETVLEI HOSPITAL, RIETVLEI HOSPITAL STAFF ACCOMMODATION AND 10 SATELITE CLINICS

## 1. Scope of Work

**Areas of responsibility are as follows:**

- 1.1 Garden maintenance of all garden areas within defined property area
- 1.2 Mowing of all grassed areas including nature strips at the property
- 1.3 Garden rubbish and debris to be removed from all areas within property and dumped at the recommended dumping site.
- 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 and replacement of fallen/dead trees/shrubs/plants within property (as requested and quoted)
- 1.7 Weeds are to be removed from all areas within the property and weed control to be maintained
- 1.8 Contractor to submit Job Safety Analyses sheets and Material Safety Data Sheets for all works.
- 1.9 All garden refuse to be removed from site on a weekly basis in line with the accepted waste management practises
- 1.10 Cleaning of gutters on a monthly basis by removing debris, weed and leaves
- 1.11 Gully drains and channels should be kept free of leaves, weeds, grass and general litter
- 1.12 Sewer screen must be kept clean on a daily basis by using detergent. Use SABS approved environmentally friendly concrete cleaner or degreaser or poultice. You will be required to use your own vehicle when carrying this out.
- 1.13 Cleaning and removal of dirt from channels
- 1.14 Remove all algae and dirt by scrapping and washing it off. Use SABS approved environmentally friendly concrete cleaner or degreaser or poultice
- 1.15 Fat trap must be cleaned on a weekly basis. Remove all excess food, dirty water and keep the fat trap line free of smell using SABS approved detergents. You will be required to use your own vehicle when carrying this out.
- 1.16 Areas should be clean and free of litter.

**Weed Definition:** Any plant that is unwanted, non-native, or classed as a noxious

## 2. SPECIFICATIONS

### 2.1 Grassed area Maintenance

- 2.1.1 Prior to mowing all grassed areas are to be cleared of paper, rubbish, large stones, tree branches and other obstacles.

2.1.2 All grassed areas including nature strips adjoining the property are to receive the attention required on each scheduled visit.

2.1.3 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, and should be cut at least 2 times in a month.

2.1.4 Lawn adjacent to buildings, paths, fences or other structures and garden beds are to be trimmed.

2.1.5 Edges shall be trimmed to reveal the edge of the path, kerb and fence lines.

2.1.6 Grass around trees and shrubs in lawn area to be trimmed to the butt of the tree or shrub.

2.1.7 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.

2.1.8 Pathways are to be cleaned daily. Ground gutters and gutters are to be swept/blown clean after the completion of mowing and should be cleaned (scrubbed) with water and detergent where necessary.

2.1.9 All grassed areas to be mowed in accordance with relevant Job Safety Analysis where required.

2.1.10 Any recommendations for improvements to property lawn/grassed areas are to be discussed with relevant site Systems Manager.

## **2.2 Garden Bed Maintenance (Gardening and Weeding)**

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

2.2.2 Weeds and suckers are to be removed from all garden beds, ground gutters, car parks and other areas within property area.

2.2.3 All shrubs/bushes/plants are to be pruned and shaped where required with relevant Job Safety Analysis.

2.2.4 All rubbish and litter within garden beds is to be removed daily and taken off site

## **2.3 Tree Work (Other than that in the regular garden maintenance)**

2.3.1 Overhanging tree branches are to be trimmed to provide a vertical clearance from the drive way and car parking surfaces of 4 metres (unless otherwise specified for special requirements)

2.3.2 Trees and shrubs are to be pruned to a height of 4 metres

2.3.3 Corridor clearance at entry/exit to site / property to be maintained for the safety of pedestrians / vehicle traffic

2.3.4 Fallen trees, shrubs and dead foliage are to be cut out and removed as requested by the institution. Upon removal of shrubs, replacement works are to be put in place with the agreement of institution. Please note you will be expected to use your own vehicle for this.

2.3.5 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.

2.3.6 Trained personnel to carry out advanced tree works at the request of Institution.

## **2.4 Car park, Concrete and Pathway Maintenance**

2.4.1 Must be swept always and free from glass. All rubbish is to be removed and taken off site

2.4.2 Leaves and rubbish that have accumulated against buildings, walls, pathways, drains shall be picked up and removed on a daily basis

2.4.3 Weed control is to be established through the use of herbicides in all car park/pathway areas (as per the JSA)

2.4.4 Poison application will adhere to all department of primary industry standards

2.4.5 Ivy control in problem areas (fences etc) is to be dealt with accordingly.

2.4.6 At completion of works, all areas are to be cleaned of garden refuse to ensure areas are free of leaf litter, grass, dirt, etc.

2.4.7 Monthly inspections of drains/pits/gutters/etc are to be performed with each maintenance visit and reported on when work is required, as excess build up of leaves and twigs can impede water flow.

2.4.8 When necessary, areas are to be serviced and cleaned as agreed upon by Institution.

## **2.5 Gulley's, gutters, roof, drains, channel, fat trap, and sewer screen**

2.5.1 Gully's drains and channels been kept clean free of leaves, weeds, grass and general litter.

2.5.2 Screen must be kept clean on daily basis by using detergent for hygiene purposes.

2.5.3 Gutters should be kept clean and free of weeds.

2.5.4 Remove all algae and dirt by scraping and washing it. Use SABS approved environmental friendly, concrete cleaner or degreaser or poultice.

2.5.5 Use a hose or pressure washer to remove all the dirt, leaf matter and debris.

2.5.6 The contractor should allow funds for all the tools that will be needed including gardening tools, tools used for cutting, felling, pruning and trimming trees, tools used for cleaning of sewer screen etc. (like stepladders, scaffoldings, sewer screen rakes, high pressure water cleaning machine etc.)

### **Mulching**

2.30 The Contractor is to maintain all mulched areas within the property, using general bush mulch.

2.31 Mulch is to be kept to a level of 50 – 75mm – with regular turning to keep mulch aerated (every 2nd visit).

2.32 Mulch top-ups to be applied every 6 months to establish appropriate levels

### **Site Clean-up**

2.33 During the course of the works the Contractor shall keep the site in a clean and safe condition.

2.34 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.

2.35 The contractor will be recalled to carry out a clean-up at the contractors' cost and time if found otherwise.

### **Perimeter fence**

2.36 The interior area around perimeter must be cleared of alien vegetation; weeds and vines growing on mesh fencing must be poisoned and removed.

2.37. Area of 2 metres outside of perimeter fence must be kept clear as stipulated by the institution

### **Site Improvements and Periodical Replanting Works**

2.38. 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.

### 3. SAFETY

#### OH&S Requirements

3. 1 Personnel to wear appropriate personal protective equipment (PPE) as each job requires e.g. gloves, safety boots, ear muffs, safety clothing.

3. 2 All safety procedures as outlined in JSAs are to be adhered to for the protection of not only the worker, but for any relevant personnel & the public also.

3.3 All staff to undergo medical surveillance twice per annum, at the cost of the service provider

3.4 Letters of good standing with Department of Labour in terms of Occupational Health and safety must be submitted.

3.5 The contractor must be compliant with the bargaining council

### 4. 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 and service record of such machinery must be supplied by the service provider to the institution/facility.

Machinery/Equipment		Quantity	Distribution	
			Hospital	Clinics
1.	Grass cutting machine	04	02	02 shared
2.	Shovel round nose	10	04	01 each excl. RVG 3 clinics to share
3.	Spade	10	04	01 each excl. RVG 3 clinics to share
4.	Fork Spade	10	04	01 each excl. RVG 3 clinics to share
5.	Plastic Rake	10	04	01 each excl. RVG 3 clinics to share
6.	Bowsaw	02	01	01 shared
7.	Knife cane slasher plastic handle	12	02	01 each excl. RVG 3 clinics to share
8.	Steel rake for sewer screen	01	01	00
9.	Hard broom	10	04	01 each excl. RVG 3 clinics to share

10.	Garden shears set	04	02	02 shared
11.	Hose pipe 20mm x 30m	10	01	01 each excl. RVG 3 clinics to share
12.	Hedge shears	10	04	01 each excl. RVG 3 clinics to share
13.	Wheel barrow	44	02	01 each excl. RVG
14.	Aluminium ladder 10 steps	02	01	01 shared
15.	General waste wheelie bins 770L size	44	02	01 each excl. RVG 3 clinics to share
16.	The company must also have its own vehicle to remove garden refuse from the site to the dumping area			

### Measurements per facility for cutting of grass

Institution name	Boundary fence measurement of 2 sides	Area of grounds
Gugwini	151m x 47m	$7097m^2 - 711m^2$ (buildings) = <b>6386m<sup>2</sup></b>
Ibisi	117m x 73m	$8541m^2 - 643m^2$ (buildings) = <b>7898m<sup>2</sup></b>
Gowanlea	94m x 34m	$3196m^2 - 275.25m^2$ (buildings) = <b>2920.75m<sup>2</sup></b>
Ladam	87m x 29m	$2523m^2 - 933m^2$ (buildings) = <b>1590m<sup>2</sup></b>
Mvubukazi	51m x 40m	$2040m^2 - 616m^2$ (buildings) = <b>1424m<sup>2</sup></b>
Sihleza	540m x 317m	$171180m^2 - 799m^2$ (buildings) = <b>170381m<sup>2</sup></b>
Singisi	45m x 72m	$3240m^2 - 355.25m^2$ (buildings) = <b>2884.8m<sup>2</sup></b>
Ndawana	100m x 96m	$9600m^2 - 848.5m^2$ (buildings) = <b>8751.5m<sup>2</sup></b>
Gateway extension	42m x 62m	$2604m^2 - 800m^2$ (buildings) = <b>1804m<sup>2</sup></b>
Lourdes	68m x 56m	$3808m^2 - 874.5m^2$ (buildings) = <b>2933.5m<sup>2</sup></b>
Rietvlei Hospital	291m x 222m	$64\ 602m^2 - 16\ 970m^2$ (buildings) = <b>47\ 632m<sup>2</sup></b>
Rietvlei Hospital Staff Accommodation		

### Personnel needed per facility

Institution	Number of personnel
Ndawana	1
Mvubukazi	1

Ladam	
Singisi	1
Sihleza	1
Gowanlea	
Gugwini	1
Ibisi	
Lourdes	1
Gateway extension	To use hospital personnel
Rietvlei Hospital	3
Rietvlei Hospital Staff Accommodation	3
Total	10

#### Distance from Rietvlei Hospital to the Clinics

Ndawana	246km
Mvubukazi	107km
Sihleza	124km
Singisi	138km
Ladam	114km
Ibisi	26km
Gugwini	36km
Gowanlea	104km
Lourdes	130km
Old Gateway	1km



## CLINIC MEASUREMENT FOR CUTTING OF GRASS

Institution name	Boundary fence measurement	Area of the grass including field grass , flowers, garden and scrubland that needs to be done	outside front measurements for grass that needs to be cut
Gugwini clinic	151m x 47m	6000 m <sup>2</sup>	151m x 3m
IBisi clinic	113m x 80m	8200 m <sup>2</sup>	(16m x 76) + (43m x 2m)
Mvoti clinic	100m x 100m	8600 m <sup>2</sup> + 1/3 of a garden (60m x 26m)	100m x 5m
Ladam	(95m x 30m) + (25m x 24m)	2700m <sup>2</sup>	Two sides of five sides (5m x 9m) + (30m x 9m)
Mvubukazi	100m x 100m	8900m <sup>2</sup>	2m x 100m
Sihleza clinic	(134m x 95m) + (4m x 17m)	10300m <sup>2</sup>	134m x 8m
Gownlea	94 x 34 exl garden	2006m <sup>2</sup>	34m x 2m
Gowanlea garden	94m x 34m	3200m <sup>2</sup> scrubland needs to be taken out and continue to cut the grass	All sides 2m away from the fence
Singisi	66m x 76m	1800m <sup>2</sup>	76m x 3m
Ndawana clinic	105m x 52m	4760m <sup>2</sup>	6m outside front grass to the road
Ndawana garden	93m x 52m	4836m <sup>2</sup>	All sides 2m away from the fence
Old Gateway clinic	82m x 62	(24m x 24m garden) + 4000m <sup>2</sup>	2m all sides
Lourdes clinic	55m x 90m	405m	8m x 90m outside front to the road
Rietvlei Residents	26m x 129m <sup>2</sup>	23719m <sup>2</sup>	Outside the main gate from the hospital boundaries along the public residential houses fence to the water plant boundary fence (from the church, parking area to water plant). Grass to be cut 300 m <sup>2</sup> and weed killer must be apply along the road and pavement
Rietvlei Hospital	(121m x 210m) + (100m x 580m)	2302m <sup>2</sup> + (100m x 580m <sup>1</sup> )	All sides 2m away from the fence

Kindly note that all side outside the boundary fence must be cut not less than 2m away from the institution fence and paving road, contract and bricks that have vegetation growing from the must be taken out and weed killer applied.



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**OBJECTIVE EVALUATION CRITERIA:**

The Department will evaluate quotation received before the closing date and time using four (4) phases, these are peremptory requirements, should the bidder fail to comply, the bid will regarded as non-responsive and be disqualified, namely:

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Pre-qualification criteria for preferential procurement
- Phase 3: Technical Evaluation/Functionality
- Phase 4: Price and Preference Points System

**Phase 1: Minimum Compulsory Requirements**

NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	COMPULSORY FOR TENDER EVALUATION PURPOSES FOR PHASES 3 AND 4	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
1. Prospective tenderers MUST ensure that the following Sections of the quotation document MUST be completed/adhered to, in ALL respects to qualify for the next stage of evaluation:						
1.1	Standard Quote Document	Yes	Yes			



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NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	COMPULSORY FOR TENDER EVALUATION PURPOSES FOR PHASES 3 AND 4	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
1.2.	Official Price page	Yes	Yes			
1.3	Declaration of Interest SBD 4	Yes	Yes			
1.4	Special Contract Conditions (SCC)	Yes				
1.3	Preference Points Claimed (SBD 6.1.)	Yes	Yes			
1.6	Terms of Reference [TOR] OR (Specification)	Yes				
<b>2. Prospective tenderers MUST provide the following as Mandatory Requirements: Main Contractor</b>						
2.1	The Consortium/ Joint Venture/ Partnership agreement, if applicable. (Certified Copies).	Not Applicable	Not Applicable			
2.2	A B-BBEE Status Level Verification Certificate/Sworn Affidavit	Yes	Yes			
2.3	Current letter of good standing for COIDA with valid reference number (to be verified online)	Yes	Yes			
2.4	Proof of Business Address (Preferably a Utility Bill, or alternatively, a Letter from the Ward Councillor) of the Main Contractor	Yes	Yes			

**Phase 2: Pre-qualification criteria for preferential procurement**

The Department has identified the following prequalification criteria in respect of this bid:

1. A Tenderer having a stipulated Level 1 B-BBEE status level of contributor

**Phase 3: Technical Evaluation / Functionality Criteria**

No.	EVALUATION CRITERIA	WEIGHTING	SCORING (FOR OFFICIAL USE)
1.	<b>COMPANY EXPERIENCE</b>	20	
1.1	Years of experience in cutting grass or gardens and grounds services		



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	<ul style="list-style-type: none"> <li>o 3 Years or more : 20 Points</li> <li>o Less than 3 years : 10 Points</li> <li>o No proof of experience : 5 Points</li> </ul> <p>Returnables: 1. Detailed company profile demonstrating proven experience. 2. Attach letter, contract or service level agreement for at least two traceable trade References to support your experience</p>	20	
2.	<b>FINANCIAL CAPACITY</b>	30	
2.2	<p>Financial Capacity: Submit Letter of Good Standing from the bank indicating turnover in the past 6 months (NB: Not the current bank balance). This is to demonstrate financial capabilities of the applicant to effectively and efficiently execute the contract: Turnover amounts are scored as follows:</p> <ul style="list-style-type: none"> <li>✓ R100,000.00 or more for the past 6 months : 30 Points</li> <li>✓ Less than R100 000.00 for the past 6 months : 15 Points</li> <li>✓ No proof/letter of turnover : 5 Points</li> </ul>	30	
3.	<b>LOCALITY</b>	40	
3.1.	<p><b>PROOF OF LOCAL BUSINESS ADDRESS</b></p> <ul style="list-style-type: none"> <li>• <u>UMzimkhulu</u> Municipality : 40 points</li> <li>• Harry Gwala District: 20 Points</li> <li>• Other KZN municipalities : 5 points</li> </ul> <p>Returnables: 1. Utility Bill / Lease Agreement for the company with Business Address / Letter from the Municipality LED Unit</p>	40	
4.	<b>ROLL-OUT PLAN</b>	10	
	<p>Detailed roll-out plan on how to execute the contract</p> <ul style="list-style-type: none"> <li>• Project rollout activities: 10 Points</li> </ul>		
<p><b>MINIMUM QUALIFYING SCORE</b>(A Bidder that fails to obtain the 70 minimum qualifying score for functionality as indicated in the bid document is not an acceptable tender and will not proceed to the next phase 4 for Price and Preference Points System).</p>			

**Phase 4: Price and Preference Points**

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R500 000 (all applicable taxes included); and
- Points for this bid shall be awarded for:

Price; and Status Level of Contributor.



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The maximum points for this bid are allocated as follows:

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

**STATUS LEVEL OF CONTRIBUTOR:**

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

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

Failure on the part of a bidder/tenderer to submit proof of Status Level of Contributor together with the bid, this will be interpreted to mean that preference points for Status Level of Contributor is not being claimed, and zero (0) points will be allocated for B-BBEE.

The department reserves the right to require additional information to the bidder/tenderer, either before a quotation is awarded or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.