



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL™  
EDUCATION AND TRAINING COLLEGE  
EDUCATION OF DISTINCTION

## RE-TENDER

**SOUTH WEST GAUTENG TVET COLLEGE (SWGC) IN COLLABOURATION WITH THE  
PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST FOR POTENTIAL BIDDERS FOR PROVISION OF GARDENING SERVICES AT  
VARIOUS CAMPUSSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**TENDER NO: PU2711/004**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU2711/004** is at 11h00 on Monday, 30 September 2024

<b>Tender number</b>	<b>PU2711/004</b>
<b>Date issued</b>	<b>27 August 2024</b>
<b>Tender closing date</b>	<b>30 September 2024</b> <b>Time:11h00</b> <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>
<b>Information Session</b>	<b>03 September 2024</b> <b>Time:10h00</b> <b>An online compulsory briefing session will be facilitated via MS Teams</b>
<b>Compulsory Site Visit</b>	<b>16 September 2024</b> <b>Time: 10h00</b> <b>Site: Head office / Molapo. George Tabor, Dobsonville</b> <b>17 September 2024</b> <b>Time: 10h00</b> <b>Site: Technisa/Roodeport/ Roodeport West &amp; Land is Wealth Campus</b>

<b>Company Name</b>	
<b>Address</b>	
<b>Contact person</b>	Mr/Mrs/Ms/Dr/Prof.
<b>Contact numbers</b>	(w) (cell)
<b>Email address</b>	

## 1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

<b>Appendix Number</b>	<b>Description of Appendix</b>	<b>Requirement</b>
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B	Technical specifications and pricing	Bidder's offer must comply with the specification and complete pricing schedule in full
Appendix C	Proof of Bank Account	Signed letter from bank (not older than 3 months)
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit
Appendix G	Declaration of Interest	Please sign point 9 of this tender document
Appendix H	Recent Annual Financial Statements	Provide Recent signed annual Financial statements
Appendix I	COIDA (relevant industry- Gardening)	Submit certified (not older than 6 months) copy of COIDA
Appendix J	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.

The response deadline is **30 September 2024 at 11h00**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

### 1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1: References table

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<b>Provide three (3) contactable (Email and Tel no) (Gardening) references on the client's letterhead within the past five (5) Years</b> <b>- With contract duration</b> <b>- Commencement and completion date</b> <b>- Contract Value</b>  3 References with all the above provided 2 References with all the above provided 1 Reference with all the above provided  <b>NB: Reference from the same institution will be regarded as one regardless of the services provided -POs and award letters unacceptable</b>	= 30 Points = 20 Points = 10 Points	<b>30</b>
<b>Company's experience (Submit Company Profile)</b>  Attach CV (at least 3 years relevant experience (Gardening) and matric completion certificate of supervisor	= 20 Points	<b>20</b>
<b>Project plan to address the following:</b>  Resources to be used, i.e. number of gardeners, (Organogram) Comprehensive roll out plan indicating schedule of work  Provide Gardening equipment, uniform and Chemicals to be used	= 15 Points  = 15 Points	<b>30</b>
<b>Proof of locality ( e.g. municipality bill, lease/rental, letter ward councillor) under the bidding company/ Owner</b>  Soweto/Roodepoort/Randburg Gauteng Outside Gauteng	= 20 Points = 10 Points = 5 Points	<b>20</b>
<b>Total Points</b>		<b>100</b>



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**Request for Proposal: PU2711/004**

**APPENDIX B**

**Technical Specifications and Pricing**

Please see the attached Specifications,

**NB: THE RATE PER GARDENER MUST BE INLINE WITH THE CURRENT STATUTORY PRICES.**

**NB: LABOUR RATES SHALL BE SUBJECT TO STATUTORY INCREASES. BIDDERS TO QUOTE FOR ONE GARDENER PER CAMPUS. FINAL NUMBERS OF GARDENERS WILL FINALISED AT AWARD.**

Documentation	Requirement	Included in required format (Please tick)		
Specification	Bidders to price in full, even if some services are outsourced or not applicable.			

***Please sign that the contents of this Appendix has been verified***

**Name**

Signature



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### SPECIFICATIONS PRICING SCHEDULE

**NB: THE RATE PER GARDENER MUST BE INLINE WITH THE CURRENT STATUTORY PRICES.**  
**HEAD OFFICE**

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>			

### MOLAPO

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALLINCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1		

<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Maintaining pool</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>		R	R
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#### Dobsonville

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>			

#### George Tabor campus

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1		

<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>		R	R
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#### Land is Wealth

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> <li>• Swimming pool maintenance</li> </ul>			

#### Roodeport campus

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS

<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>			

#### Roodeport west campus

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>			

#### Technisa campus

DESCRIPTION	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS



<b>Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.</b>	1	R	R
<ul style="list-style-type: none"> <li>• Grass cutting</li> <li>• Trimming of gardens (flowers beds and hedges)</li> <li>• Maintain garden and grounds</li> <li>• Trimming of trees</li> <li>• Disposing of rubbish</li> <li>• Weeds killings on the pavement and parking area</li> <li>• Cleaning parking, drive way and walk ways</li> <li>• Removal leaves and lose grass</li> <li>• Pick up debris</li> </ul>			

#### PRICING SUMMARY

Nr	CAMPUSSES	Number of Gardeners	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
1.	Head Office	1	R	R
2.	Molapo	1	R	R
3.	Dobsonville	1	R	R
4.	Roodepoort West	1	R	R
5.	Technisa	1	R	R
6.	George Tabor	1	R	R
7.	Land is Wealth Farm	1	R	R
8.	Rooderpoort	1	R	R
<b>TOTAL BID PRICE (INCL VAT)</b>		<b>8</b>	<b>R</b>	<b>R</b>

**NB: Labour rates shall be subject to statutory increases. Bidders to quote for one Gardener per campus. Final numbers of Gardeners will finalised at award.**