



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



ESAYIDI TVET COLLEGE (ESA)

Herein referred to as (ESA)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF GARDEN MAINTENANCE SERVICES AT THE KOKSTAD, UMZIMKHULU
AND CLYDESDALE CAMPUS (CIDB GRADING SH1) FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

Tender No: PU7210/086

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**.

Proposals in response to **PU7210/086 THE PROVISION OF GARDEN MAINTENANCE SERVICES AT THE KOKSTAD, UMZIMKHULU AND CLYDESDALE CAMPUS (CIDB GRADING SH1) FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU7210/086** is at 11h00 AM on **Wednesday, 01 July 2026**.

Tender number	PU7210/086	
Date issued	11 June 2026	
Tender closing date	01 July 2026	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	23 June 2026	Time:11h30 AM
	An online non-compulsory briefing session will be facilitated via MS Teams	

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

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description	Requirement	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
VAT registration Certificate	Certified copy of valid VAT Certificate (must be valid on the tender closing date) (not be older than 6 months)	Yes	No
SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No

Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA - Gardening	Submit a certified valid copy of COIDA compliance certificate (from Department of Labour)	Yes	No
CIDB Grading	Submit a certified valid copy of SH1 CIDB or higher	Yes	No
Certificate of BCCCI/NCCA/BEECA	Provide BCCCI (KZN Bargaining council for contract cleaning services industry) / NNCA/BEECA	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 TAG 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.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Provide three (3) contactable (Email and Tel no) (Garden Services) references on the client's letterhead within the past five (5) Years</p> <ul style="list-style-type: none"> - With contract duration - Commencement and completion date - Contract Value <p>3 References with all the above provided =30 Points 2 References with all the above provided =20 Points 1 Reference with all the above provided =10 Points</p> <p>NB: Reference from the same institution will be regarded as one regardless of the services provided -POs and award letters unacceptable</p>	30

<p>Company's experience (Submit Company Profile)</p> <ul style="list-style-type: none"> • Attach CV (at least 3 years relevant experience(Garden Service) and matric certificate of supervisor = 10 Points • Company Profile = 10 Points 	20
<p>Project plan to address the following:</p> <ul style="list-style-type: none"> • Resources to be used, i.e. number of gardeners, (Organogram) Comprehensive roll out plan indicating schedule of work = 15 Points • Provide Gardening Services equipment, uniform and Chemicals to be used = 15 Points 	30
<p>Proof of locality under the bidding company (Ward Councillor letter, original bank statement with address, Eskom bill, telephone bill, or rates bill only).</p> <ul style="list-style-type: none"> • Business address in Harry Gwala / Ugu district municipality =20 Points • Business Head Office address in KZN =10 Points • Business not in KZN =00 Points 	20
<p>Total points</p>	100

SPECIFICATIONS PRICING SCHEDULE

Sweeping parking areas.

Cleaning all water tunnels trenches, gulleys to ensure water flow freely during rainy days.

Cleaning all yard surfaces using blowers or hard brooms.

Maintenance of flowers including watering, replenishing and transplanting flowers in garden areas.

Mowing of all lawns weekly as when required including edges.

Minimal formative pruning will be performed by the contractor as part of general garden maintenance during the season on season of trees and shrubs.

Dewi ding all paved areas and gardens, including undeath trees and shrubs.

Leaf litter, general litter and garden waste removal.

CAMPUS 1 -KOKSTAD

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

CAMPUS 2 - UMZIMKHULU

DESCRIPTION	NUMBER OF GARDENERS	TOTAL MONTHLY PRICE (INCL VAT)
Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.	1	R
· Grass cutting		
· Trimming of gardens (flowers beds and hedges)		
· Maintain garden and grounds		
· Trimming of trees		
· Disposing of rubbish		
· Weeds killings on the pavement and parking area		
· Cleaning parking, drive way and walk ways		
· Removal leaves and lose grass		
· Pick up debris		

CAMPUS 3 - CLYDESDALE

DESCRIPTION	NUMBER OF GARDENERS	TOTAL MONTHLY PRICE (INCL VAT)
Exterior services – cleaning pavements inside and outside, parking bays, walkway, parameter fence, gutters and garden.	1	R
· Grass cutting		
· Trimming of gardens (flowers beds and hedges)		
· Maintain garden and grounds		
· Trimming of trees		
· Disposing of rubbish		
· Weeds killings on the pavement and parking area		
· Cleaning parking, drive way and walk ways		
· Removal leaves and lose grass		
· Pick up debris		
• Swimming pool maintenance		

SUMMARY OF BILL OF QUANTITIES			
SECTION	DESCRIPTION	QTY	TOTAL MONTHLY PRICE (INCL VAT)
1	Campus 1 - Kokstad	1	R
2	Campus 2 - uMzimkhulu	1	R
3	Campus 3 -Clydesdale	1	R
	TOTAL MONTHLY PRICE (INCL VAT)		R