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**Dear Prospective bidder,**

1. You are hereby invited to quote for the requirements of Vuselela TVET College in respect of the goods/ services indicated below and you are encouraged to carefully read all information contained within this invitation.

**RFQ description : Garden Services for Campuses**  
**Closing Date and Time : 2<sup>nd</sup> March 2023 at 11H00**  
**Validity Period : 31 days**

2. To be eligible to conduct business with the College, you must be registered on the Central Suppliers Database (CSD). If you are not registered on the CSD you are required to self register on [www.csd.gov.za](http://www.csd.gov.za). Assistance in this regard may be requested from National Treasury on (012) 315 5509 or [csd@treasury.gov.za](mailto:csd@treasury.gov.za).
3. **Prequalification criteria:**
  - Service provider/(s) must reside and have offices in the North West Province.
  - Supplier must have two(2) years proven experience in Garden Services.
4. Suppliers must submit their quotations with at least 3 minimum contact reference to prove their experience and capacity.
5. RFQ reference number:
  - Taung Campus – Garden/TC1/2023
  - Jouberton Campus – Garden /JC2/2023
6. Suppliers must attend compulsory Briefing Session as follows:
  - Taung Campus 21 February 2023 at 11H00
  - Jouberton Campus 22 February 2023 at 11H00
7. Quotation must be Hand delivered, In a sealed envelopes at **SCM Offices at 3 Bramfischer Street, Klerksdorp 2571.**
8. The pre-allocated RFQ number must be indicated clearly on a quotation to avoid confusion and delay.
9. Quotations must include all costs inter alia materials, labour, professional fees, VAT, cleaning up, each line item must be costed, etc.
10. The Accounting Officer / Principal of Vuselela TVET College has the unqualified and Unrestricted right to accept any quotation in whole or in part, or to reject any Quotation.
11. **Scope of work**

### **Garden Services not limited to:**

- Cutting of all indigenous trees as identified
- Pruning of trees to maintain good shape and height
- Grass cutting inside the campus
- Removing all garden rubbles and general cleanliness of the campus
- Removing / cutting of grass on pavements and apply weed eater chemicals inside the campus.
- All cut grass to be picked up after cutting.
- All areas to be swept and cleaned after cutting of grass for e.g. walkways and areas in front of class
- Maintain all gardens in good status
- Making garden beds , edges where needed. Plant seasonal flowers to add to general good condition of campus gardens.
- Cleaning and or cutting grass outside on the pavement, radius not exceeding 3meter from the fence
- Cutting of trees that are hanging or leaning on or either they are not well pruned.
- Must be available to clean additional days if an event requires it.
- Maintain services over December holidays to prevent poor condition in January
- Must have all the necessary equipment to work fast and efficiently.
- Must be flexible to come early morning to prevent noise during class time
- All workers must have PPE and all safety equipment for e.g. goggles
- Campuses will need 2 days a week to maintain the standards.
- Weekly meetings on site

### **Delivery Address**

1. Taung Campus, MainRoad to Pudimoe, Taung.
  2. Jouberton Campus, 11900 5<sup>th</sup> Street Jouberton 2574
12. Should you have any difficulties with the interpretation of certain clauses or requirements of the RFQ documents or the completion of forms, you may direct your enquiries during office hours ( 09h00 – 13h00) to:Mr Molefi RL email [molefi@vuselelacollege.co.za](mailto:molefi@vuselelacollege.co.za) Telephone: 018 406 7800
13. Suppliers are requested to submit the following documents only:
- i. Quotation on Company letter head
  - ii. Minimum of 2 Reference letters in Garden Service or cleaning, with contactable numbers.
  - iii. List of Garden Equipments and tools ( inspection will be conducted with successful bidder)
  - iv. Valid tax pin
  - v. Proof of CSD not older than 2 months
  - vi. Proof of residential address of business / owner
  - vii. Company profile
14. **Successful Supplier must be able to start within 7days after official order number and appointment letter.**

**Name : Mr RL Molefi**

**Telephone no:(018) 462 8857**

**Email address: [molefi@vuselelacollege.co.za](mailto:molefi@vuselelacollege.co.za)**

Yours faithfully

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*Molefi RL*

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AD: Supply Chain & Assets Management