

Note: All tenders and quotations are done via our eProcurement system.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

If you have a MAAA CSD registration number and receiving email notifications from PetroSA Procurement you are already registered, please login as indicated below:

Username: MAAA...
User Code: MAAA...
Password: newuser

Contact the call center on **012 663 8815** or email: **support@intenda.net** if you are having problems with your login.

If **you do not have a MAAA** CSD registration number, please click on “**Not Registered Yet**” and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

SCOPE OF WORK

1. THE SERVICE

The Supplier shall provide Gardening Services at PetroSA's premises, situated at 151 Frans Conradie Drive, Parow, Cape Town.

1.1 The service and monthly fee shall include the following:

- Mow lawns weekly and trim edges from August to April.
- Mow lawns fortnightly and trim edges from May to July.
- Fertilise all lawns four times annually.
- Weed beds on a continuous basis.
- Trim shrubs as and when required
- Prune roses, shrubs and trees annually.
- Sweep leaves from lawns, driveways and parking areas twice a week.
- Sweep leaves from the two reception areas daily.
- Remove old and tired plants and plant new on a continual basis.
- Plant seedlings twice per year.
- Spray insecticides and herbicides when required.
- Add compost and mulching when required.
- Irrigate the grounds.

- A qualified horticulturist should visit the premises fortnightly. Visits should be recorded in a register that should be made available to the PetroSA representative at the monthly meetings for sign off.
- Remove cuttings and garden refuse weekly.
- Clean field area (North West side of the building) once a month.
- Clean fountains/water features – Main Reception area (external) and Courtyard (rear part of building).
- Clean the area at the main gate entrance and parking area and the area around the refuse bins (daily)
- Flower boxes (indoor/balconies) – maintenance will include:
 - Watering of plants
 - Fertilising of plants
 - Pest control
 - Regular plant replacement
 - Cleaning of plants
 - Pruning
- Landscaping advice shall be provided on request.
- Ad hoc workforce shall be provided on request

2. SUPPLY BY THE SUPPLIER

The Supplier shall supply adequate resources, which shall include, but not be limited to the following, to enable it to perform the Services:

2.1 LABOUR

The Supplier shall supply all labour, supervision, management and other overhead personnel required to perform the Service, e.g.

1 x Supervisor onsite daily

4 x Gardening staff onsite daily

2 x General workers (ad hoc basis)

All personnel shall be suitably qualified and have the necessary experience required to perform the Service. To have sufficient knowledge and expertise to attend to the

irrigation system. PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the Service, prior to commencement of the Service. PetroSA reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable. The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement if required. All personnel including casual labour must as a minimum be able to read and understand safety signs.

2.2 EQUIPMENT (PLANT/TOOLS)

The Supplier shall provide all the necessary tools of trade and equipment required for the performance of the Service. The Supplier shall be responsible for determining its requirements and quantities.

All necessary maintenance, cleaning and repairing of equipment shall be performed by the Supplier.

2.3 SAFETY EQUIPMENT/APPAREL

The Supplier shall ensure that all its personnel engaged in the performance of the Service, are provided with the necessary safety equipment/apparel in good condition.

3. SUPPLY BY PetroSA

PetroSA will provide the following utilities and facilities free of charge to the Supplier, unless specifically excluded elsewhere:

- Locker room
- Container for storage
- Water
- Electricity

4. CHANGES TO THE SCOPE OF SERVICES

The scope of the Services shall be subject to changes by additions, deletions or revisions thereto by PetroSA. The Supplier shall be advised of any such changes by written notification from PetroSA describing the change. The Supplier shall promptly perform and strictly comply with each such change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Supplier's normal or agreed rates.

5. PRICING

5.1 GENERAL

No payment or reimbursement shall be due by PetroSA to the Supplier unless otherwise specifically provided for in this Agreement.

The Supplier's rates are fully inclusive of all the Supplier's costs and expenses for rendering the Services pursuant to this Agreement, including protective and safety clothing, mobilisation and demobilisation costs, compliance with laws, including but not limited to, the Supplier's portion of any employee insurance and social security benefits, payroll and income taxes, levies, premiums for insurance and all other contributions and benefits and the costs to the Supplier for its personnel, unless otherwise specifically provided for in this Agreement.

5.2 PRICE

Compensation to the Supplier for the full and complete performance of the work and compliance with all the terms and conditions of the Agreement shall be in accordance with the rates quoted below:

5.2.1 Lump Sum Fixed Price

ITEM	PRICE ® / MONTH
Lump sum fixed price for the services	

5.2.2 Detailed Price Breakdown

Item No	Description	Frequency of service	Cost/Month (R)
1	Mow lawns and trim edges from August to April	Weekly	
2	Mow lawns and trim edges from May to July	Fortnightly	
3	Fertilise all lawns	Quarterly (four time annually)	
4	Weed beds	Continuously	
5	Trim shrubs	When required	
6	Prune roses, shrubs and trees	Annually	
7	Sweep leaves from lawns, driveways and parking areas	Twice a week	
8	Sweep leaves from the two reception areas	Daily	
9	Remove old and tired plants and plant new	Continuously	
10	Plant seedlings	Bi-Annually (Twice a year)	
11	Spray insecticides and herbicides	When required	
12	Add compost and mulching	When required	
13	Irrigate the grounds	When required	
14	Qualified horticulturist site inspection/visit	Fortnightly	
15	Remove cuttings and garden refuse	Weekly	

16	Clean field area (North West side of building)	Monthly	
17	Clean fountains/water features – Main reception area (external) and Courtyard (rear part of building)	Continuously	
18	Flower boxes maintenance (Refer to breakdown in scope of work)	Continuously	
	TOTAL COST PER MONTH		

Additional Services to be supplied on request at an additional charge to be agreed on	Frequency	Cost per person/per day
2 x General workers on ad hoc basis to assist with general maintenance and moving/re-arranging of offices/furniture)	On Request/Ad hoc	

6. Enquiries

Any enquiries regarding this tender should be addressed to **Saseka Sihlwai** in the Tender Office at telephone no. **(021) 929-3314**, or e-mail address saseka.sihlwai@petrosa.co.za.