

ANNEXURE C3.2: SCOPE OF WORK

PURPOSE

The purpose of this document is to set the guidelines and procedure that will control the supply and delivery of fresh flowers, greenery, hampers, oasis, flower accessories, natural artificial plants and hired decoration materials services for Rand Water Rietvlei and this will include all provinces in South Africa for a duration of 3 years on and as and when required.

BACKGROUND

The Rand Water Environmental Management Services Department situated at Rietvlei has been tasked to provide all flower arrangements to pre-selected offices and entrances. To implement all decorations within Rand Water for functions and meetings as well as wellness hampers as identified within the Flower policy towards Rand Water staff.

FLOWERS

The daily, weekly, and as and when requested of bunches of fresh flowers, greenery, wellness hampers, all different florist accessories, hired decoration materials at all provinces of South Africa as required by Rand Water. All flowers are to be no older than 2 days old and kept in appropriate cool storage conditions at all times.

The following table is an indication of orders to be expected weekly from the appointed supplier, However, it is subject to change weekly, seasonal, and occasionally.

Items no	Items description
1.	Wellness Hampers - Medium size basket. The supplier to supply the following items in a medium size basket, wrapped with cellophane and ribbon: 250g Biscuits, 1L juice 100%, Large chips, 250 soft sweets, Chocolates & mini crackers.
2.	Special Hampers - Large size basket. The supplier to supply the following items in a large size basket, wrapped with cellophane and ribbon: 80g Biltong, 150g Peanuts with raisins, 1L non - alcoholic wine, 100g Tricks crackers, 200g Salticrax, 200g Kips, 60g Soleo pretzel, 125 g Dip, 300g Good morning breakfast biscuits, 140g Crunchy caramel & nuts, 200g Romany creams, 145g Doritos, 145g Lays, 100g Pringles, Large chocolate slabs, 125g Amajoya, 68g Lunch bar, 337g Ferrero Rocher or Lindt chocolate, 6x30g Deep Sea bites, 100g Wafers.
3.	Bunch of Wellness Flowers- Medium size basket. Special flower-large size basket. Coffin spray – of about 1-meter-long, mixed flowers.

	<p>50cm stem Roses, <i>Daffodil</i>, <i>Daisy</i>, <i>Dahlia</i>, <i>Tulips</i>, <i>Chrysanthemum</i>, <i>Iris</i>, 60 cm stem - 60cm stem Sunflower, 50cm stem <i>Carnation</i>, <i>Orchid</i>, <i>Marigold</i>, <i>Lavender</i>, <i>Lilac</i>, <i>Hyacinth</i>, <i>Aster</i>, <i>Jasmine</i>, <i>Peony</i>, <i>Anemone</i>, <i>Columbine</i>, Buttercup, <i>Azalea</i>, <i>Lotus</i>, <i>primrose</i>, Million stars, <i>Strelitzia</i>, 40 cm stem <i>Anthurium</i>, 50 cm stem milk daisy, Protea, 60cm African lilies, Leather leaf, 30cm stem <i>Ruscus</i>, 50cm stem Sprays, Snow drop, <i>Glads</i>, <i>Violet</i>, <i>Gebera</i>. Full flowers: <i>Anthuriums</i> spp& <i>Aglaonema</i> spp</p> <p>In case of unavailability of plants listed above, supplier will be required to supply relevant flowers approved by Rand Water EMS Manager.</p>
4.	<p>Hire decoration material.</p> <p>Round mirror x 70cm=20 Rectangular mirror x 50cm =20 Flower stands x175m = 20 Flower stands x 80 cm =15 Tablecloths standard = 40 Tiffany chairs = 100 Vases 40cm x 20cm =500</p> <p>In case of unavailability of decoration material listed above, supplier will be required to supply relevant decoration material approved by Rand Water EMS Manager.</p>
5.	<p>Decoration material.</p> <p>Supply 60 glass Vases of about 40 cm (Height) x 20 cm (Width).</p>
6.	<p>Natural looking artificial flowers.</p> <p>Orchids flower, <i>Dahlias</i> flower, <i>Hydrangeas</i>, White tiger lily, <i>Diffenbachia</i> leaf, <i>Sansevieria</i> leaf, yucca plant, Large open Rose, <i>Eucalyptus</i> spray or any other flower equivalent to the listed flowers approved by Rand Water EMS Manager</p>
7.	<p>Florist accessories.</p> <p>Florist tape = 50 Oasis rectangular shape 30cm=100 Florist wire pack = 40 plastic flower arrangement containers: Large size 19.5x18=300 Medium plastic container 16.5 diameter x 5 cm=400 Small round shape 11x5.5 cm=400</p>
8.	<p>Bunch Greenery bunches.</p> <p>Approximately 30-60 cm long x 20 stems) used in flower arrangement e.g., <i>Ruscus</i> spp, <i>Aspidistra</i> spp and Hard palm. In case the required greenery is not available, supplier will be required to supply relevant greenery approved by Rand Water EMS Manager.</p>

	<p>of approved fresh flowers</p> <p>Approximately stems of 30-60 cm long. Rand Water will require different types of flowers not limited to the following: <i>Roses</i>, <i>Antheriums spp</i>, <i>Carnations pp</i>, <i>Chrysanthemums pp</i>, <i>Lilies</i>, <i>Gladiolus pp</i>, <i>Proteas spp</i>, <i>Strelitzia spp</i>, <i>Mickey daisy</i>.</p>
9.	<p>Delivery cost of flowers/Hampers to all 9 provinces at least 6 times in three years.</p> <p>Gauteng = 20 Northwest = 6 Limpopo = 6 Mpumalanga = 6 Free state = 6 Kwazulu – Natal = 6 Northern Cape = 6 Eastern Cape = 6 Western Cape = 6</p>

OBJECTIVES OF THE WORK

- a) To ensure that all Rand Water staff members and board members receive the Bouquets of flowers or Hampers when they are hospitalized or upon the birth of a child, and to the family in the event of a death.
- b) To ensure that Flowers are supplied to the main reception areas, to buildings and formal reception areas of departments on weekly basis.
- c) To be able to supply Hampers/Flowers to Rand Water staff in all Provinces in South Africa through florist delivery service.
- c) To provide decoration props and accessories and flowers for all Rand Water Functions.
- d) Supplier to send proof of a signed agreements with other companies/ offices to be able to supply to all provinces in South Africa (Signed agreements/ Municipal rates which reflect physical addresses) / Florist delivery services.

DELIVERY OF FLOWERS

Flowers, Hampers as well as decoration material need to be delivered to Rand Water Rietvlei as well as all Provinces within South Africa, as and when required instructed by the Senior Horticulturist situated at Rand Water Rietvlei.

No.	Operational Area	Delivery Location
1	Environmental Management Services – Rietvlei or as instructed	EMS-Rietvlei or as instructed