



INTERSITE
ASSET INVESTMENTS

Umjantshi House | 30 Wolmarans Street | Braamfontein | Johannesburg

PROJECT DESCRIPTION: REQUEST FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE GARDENING SERVICES AT UMJANTSHI HOUSE

SECTION A

1. RENDERING OF HIGH - QUALITY GARDENING SERVICES FOR A PERIOD OF 36 MONTHS.

The objective of the specification is to appoint a suitable Service Provider that can render high quality gardening and Landscaping services at Umjantshi house.

Umjantshi House
30 Wolmarans Street.
Braamfontein

Intersite Asset Investment wishes through this contract to secure timely, consistent and cost-effective quality gardening services from the contractor.

It is Intersite Asset Investment's general objective that the contractor maintains cleanliness and improvement of general conditions and appearance of all facilities within the yard and building in a suitable manner, at affordable maintenance while ensuring compliance to general occupational Health and Safety Applicable Legislation

2. THE PRIMARY OBJECTIVE OF THIS CONTRACT IS TO:

- Procure the service of a gardening contractor who will be fully responsible for the garden of Umjantshi House.
- To contract for cost effective and effective gardening and professional high-quality services.
- Provision of safe horticultural methods that consider employees and visitors flow inside the building.
- Umjantshi House is a building that house Executive Managers, Chief Executive Officers, Senior Managers, Managers and other employees. It is therefore imperative for the Service Provider to ensure the level of gardening preservation is superior.

3. STAFF REQUIREMENTS

UMJANTSHI HOUSE



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Gardening Area = 9832 m²

Pavement Area = 7850 m²

- ❖ Number of Gardeners - 3

Waste Disposal:

Empty and clean all waste receptacles	3 x Daily
Remove all waste to specified areas	3 x Daily

Pavement

Daily cleaning, sweeping of pavement	2 x Daily
Cleaning inside and outside the yard	2 x Daily

Areas to be maintained

External

- ❖ Hard surfaces
- ❖ Lawn areas
- ❖ Trees (Tree felling and trimming, as and when required)
- ❖ Flower beds and terraces.
- ❖ Pavement
- ❖ Procure of plants, flowers as and when required by the Project Manager

SCHEDULE

- ❖ Monday - Friday
- ❖ 07:00 – 16:00

Mowing

- ❖ The Lawn must be mowed weekly in summer and as frequently as required in winter
- ❖ Staff must wear correct protective wear when operating machinery.
- ❖ Cutting and edging of lawns.
- ❖ Trimming of hedges, branches and trees.
- ❖ Cultivating of beds.
- ❖ All grass cuttings and trimmed branches shall be removed from the site.
- ❖ All fuel and maintenance of machinery must be supplied.



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Weeding

Weeds must be removed on the pavement, flower beds and driveways, by also using Chemical spot applications of an approved herbicide. Herbicides shall only be applied in accordance with the manufacturer's instructions.

Spraying and Fertilizing

- ❖ Spraying of hard surfaces using weed poison.
- ❖ Spraying of weeds will be done twice per month, this must be an on-going action with preventative control being executed on lawn areas where and when necessary.
- ❖ Supply of fertilizer for the beddings and lawn, this should take place twice per annum.
- ❖ Supply of lawn dressing.

General Plant Care

- ❖ All grounds and gardens will be weeded on a continual basis.
- ❖ General pruning, trimming of hedges, shrubs and trees will take place as required, along the fence in accordance with aesthetics and sound horticultural practice - as per the fortnight schedule.
- ❖ Dead heading of shrubs and groundcovers.
- ❖ Sweeping and raking of all areas adjacent to garden areas.

Trees/Scrubs

- ❖ All Heights tree Felling services will be required to cut, shape, and remove all debris using chainsaw.
- ❖ This should be carried out in accordance with good tree care practices.

Dumping

- ❖ Daily Litter collection of all areas and all gardening debris to be removed to an authorised dumping site.

Watering and Irrigation

- ❖ Hand watering will take place should it be required.
- ❖ Repairs of irrigation system and the maintenance of the current system.

Additional requirements

1. Supply of all assorted small garden tools
2. Pavement cleaning.
3. Annual composition must be included.



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4. Cutting of weeds around the fence outside (as and when required)

Garden Consumables

- ❖ Round up weed poison
- ❖ Fertilizer
- ❖ Plants/ Flowers

Garden Consumables

- ❖ Round up weed poison
- ❖ Two stroke oil
- ❖ Petrol
- ❖ Dirt removal
- ❖ Black bags
- ❖ Fertilizer
- ❖ Irrigation
- ❖ maintenance of machinery
- ❖ Summer and winter annuals

4. EMPLOYEE REMUNERATION

The service provider shall be expected to remunerate its employees at the applicable rate as **per Government Gazette** and shall be expected to do so at the end of every month or at the beginning of every month over the contract period with Intersite Asset Investment.

Bidder should indicate below the remuneration for each employee. Please be aware that failure to meet these rates as outlined will result in disqualification. Additionally, it is essential to note that both the Project Manager /Facilities Manager reserve the right to evaluate compliance with these remuneration standards throughout the project's lifecycle

5. CONTRATOR GIVING STAFF OFF

When the contractor gives his/her staff off for any of the under mentioned reasons/she should replace the number of workers that he/she has given off immediately, to keep the staff strength (numbers) at all the levels as agreed upon at all times.

- ❖ Annual, Study Leave
- ❖ Leave
- ❖ Absconded
- ❖ Sick Leave
- ❖ Strike
- ❖ Maternity Leave
- ❖ Family Responsibility



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6. EQUIPMENT REQUIRED

6.3. EQUIPMENTS REQUIRED FOR UMJANTSHI HOUSE

DESCRIPTION	QUANTITY
Wheelbarrow	1
Industrial hosepipe 100 m	2
Bush Cutter/Grass Trimmer	1
Hedge pruner	1
Leaf blower	1
Spade	3
Fork Spade	3
Weed sprayer	2
Brooms	3
Rakes	3
Large garden scissor	3
Small garden scissor	3
chainsaw	1
Lawn mower	1



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PRICING SCHEDULE

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Please indicate the monthly remuneration for the Gardeners/ General Workers as per the rates indicated on the Government Gazette.

Failure to comply with the rates will result in disqualification.

Item No	Key Personnel	Rate / Hr (Excl Vat)
1	General Worker 1	
2	General Worker 2	
3	General Worker 3	

NB: On the table below, the bidder is expected to indicate the monthly rate for gardening services for each financial year as the contract duration comprises of three 3 Financial Years (36 months).

DESCRIPTION (Please see attached specification)	UNIT	QTY	Year 1 – (Monthly Rate)	Year 2 – (Monthly Rate)	Year 3 – (Monthly Rate)
Gardening Services for Umjantshi House (Monthly rate for Each Financial Year - inclusive of labour)	Monthly	1	R	R	R
Sub- Total			R	R	R
ADD VAT @15%			R	R	R
TOTAL			R	R	R
GRAND TOTAL			R		



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