

## **SECTION 2.1 SPECIFICATIONS**

### **2.1.1 INTRODUCTION**

Tenders are hereby invited for:

- a) The **clearing of municipal and private erven** in the Hessequa municipal area that are in contravention of By – law relating to the prevention of public nuisances and nuisances arising from the keeping of animals of 28 March 2012; Provincial Gazette nr 6970.
- b) **Cleaning of residential areas** – The work entails the cleaning of general waste, garden refuse, areas where illegal dumping occurs, as well as public open spaces in the abovementioned areas of Hessequa Municipality.
- c) **Clearing of cemeteries** – cutting of wheat and gras, trimming of trees and removal of refuse.
- d) **Digging of holes for graves** – standard grave sizes for single, double and depth graves.

### **2.1.2 BACKGROUND**

The Hessequa area is historically prone to devastating wildfires resulting from the abundance of highly combustible alien and indigenous vegetation in the area. The continued increase of population and associated urban development places a constitutional responsibility on the Hessequa Municipality and landowners to maintain a safe environment by reducing fire hazards in all residential areas and the urban interface.

### **2.1.3 SCOPE**

#### **(Clearing of Municipal and private erven)**

- 2.1.3.1 The contractors will be required to clear municipal and private erven on an "as and when needed" basis. The Technical Department will provide the sites that need to be cleared.
- 2.1.3.2 Only manual cleaning is permitted using handheld equipment such as brush cutters, weed eaters, chainsaws, handsaws, loppers, pruning shears, axes and miscellaneous handheld tools associated with the task.

#### **(Cleaning of residential areas and cemeteries)**

- 2.1.3.3 The work entails the cleaning of general waste, garden refuse, areas where illegal dumping occurs, as well as public open spaces in the abovementioned areas of Hessequa Municipality.
- 2.1.3.4 Cutting of wheat and gras, trimming of trees and removal of refuse.

#### **(Digging of holes for graves)**

- 2.1.3.5 Digging of holes for graves – standard grave sizes for single, double and depth graves.

### **2.1.4. GENERAL**

#### **2.1.4.1 Pricing clearing of Municipal and private erven:**

2.1.4.1.1 The tender price must be per square meter (m<sup>2</sup>) for the clearing of vegetation.

2.1.4.1.2 The tender price per square meter must include the following:

- a) Cutting down and removal of all combustible garden and other combustible refuse.
- b) Removal of all combustible refuse created by the clearing and otherwise is part of the clearing process and must be included in the costs.
- c) Travel costs.

- d) Chipping costs if conducted by bidder.
- e) All miscellaneous costs associated with the clearing process.

#### 2.1.4.2 Briefing session

A compulsory briefing session will be held on **Wednesday, 05 April 2023 at 10:00am** and will be held at **Hessequa Municipality, Civic Centre** Bidders must acquaint themselves with terrain and vegetation types (to which they will be bound, before submitting tenders).

#### 2.1.4.3 Workmen's Compensation

The Contractor must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.

#### 2.1.4.4 Pricing for the digging of graves

**Tariffs are already captured in the Hessequa Municipal Tariff policy for digging of single, double and dept graves. (People living inside Hessequa region and people living outside Hessequa region) The tender amount of the bidder must not exceed the approved tariffs as stipulated in the Council approved tariff policy. The bidder must also make provision for years two (2) and year three (3) % increase.**

#### 2.1.4.5 Evaluation and Adjudication Criteria

- 2.1.4.5.1 The purpose of the tender is to appoint a panel of service providers to a maximum of five (5) bidders per service. Preference may be given to tenderers that resides within a specific service.
- 2.1.4.5.2 Bidders will be selected on the panel based on the highest scored functionality points to a maximum of 5 bidders per Service.
- 2.1.4.5.3 Contracts (work) will be allocated to the contractors scoring the highest points per area, subject to their Availability on the panel.
- 2.1.4.5.4 The competence of bidders will be evaluated on a proven track record based on previous experience and contracts or referenced employment of similar vegetation management functions with other local authorities, organizations and/or communities not necessarily with the Hessequa Municipality.
- 2.1.4.5.5 The municipality reserves the right to verify all references and submitted qualifications of previous contracts and employment.

#### 2.1.4.6 Areas

Contractors are welcome to tender for the following municipal areas:

- 2.1.4.6.1 Gouritsmond and Bitouville
- 2.1.4.6.2 Albertinia and Theronville
- 2.1.4.6.3 Riversdale
- 2.1.4.6.4 Heidelberg
- 2.1.4.6.5 Still bay
- 2.1.4.6.6 Melkhoutfontein
- 2.1.4.6.7 Jongensfontein
- 2.1.4.6.8 Slangrivier
- 2.1.4.6.9 Witsand
- 2.1.4.6.10 Garcia
- 2.1.4.6.11 Vermaaklikheid

It will be more cost effective if contractors tender for areas that are geographic close to each other, for example:

- a) 2.1.4.6.1 and 2.1.4.6.2
- b) 2.1.4.6.3, 2.1.4.6.10 and 2.1.4.6.11
- c) 2.1.4.6.4, 2.1.4.6.8 and 2.1.4.6.9
- d) 2.1.4.6.5, 2.1.4.6.6 and 2.1.4.6.7

## 2.1.5 TECHNICAL REQUIREMENTS

### 2.1.5.1 List of required documents submitted with tender:

DESCRIPTION		COMPLY YES/NO		Page to Reference (Supporting documents must be attached)
2.1.5.1.1	Bidders must provide all supporting information to claim points for the functionality criteria.			
DESCRIPTION (Clearing of Municipal and private erven)		COMPLY YES/NO		Page to Reference (Supporting documents must be attached)
2.1.5.1.2	Cut down vegetation may be mechanically chipped into pieces and distributed over the applicable cleared area. The maximum chip size is 100X100mm.			
2.1.5.1.3	No garden refuse or other material created by the clearing may be burnt or left for a period longer than 3 days on the erf, municipal road verges or any other area within the urban edges.			
2.1.5.1.4	The clearing of erven must be done with the minimum disturbance to the environment and neighbouring residents.			
2.1.5.1.5	The habitat of existing fauna on erven should experience the least disruption and be maintained to the best ability of the contractor during the clearing process.			
2.1.5.1.6	The topsoil may not be disrupted and must not be left in a state that will promote erosion.			
2.1.5.1.7	The contractor must complete the delegated clearing tasks strictly within <b>21 calendar days</b> of receipt of instruction.			
2.1.5.1.8	Proof of current vehicle registration or consent to use vehicles must be submitted with the tender.			

2.1.5.1.9	Contractors are required to have a minimum of 1 x 4.5kg Dry Chemical Powder fire extinguisher available on all clearing sites.			
2.1.5.1.10	If the contractor cleared any erven that is situated direct to the ocean or dunes borders, the clearing of the site must be done in such a way to protect any fauna and flora.			
2.1.5.1.11	Certificate to work with herbicides – if applicable.			
2.1.5.1.12	Certificates of compliance to work with chainsaw and other relevant dangerous machines.			
2.1.5.1.13	Relevant Personal Protected Equipment are supplied to all workers			
	<b>DESCRIPTION (Cleaning of residential - additional)</b>	<b>COMPLY YES/NO</b>	<b>Page to Reference (Supporting documents must be attached)</b>	
2.1.5.1.14	Removal of all garden refuse from sidewalks, municipal open areas and transported to the municipal landfill site.			
2.1.5.1.15	Cleaning of all areas where illegal dumping occurs.			
2.1.5.1.16	Clean all public open spaces eg. parks, cemeteries, municipal land through the removal of littering, eradication weeds and all types of refuse.			
2.1.5.1.17	Contactore must report weekly to local foreman on the progress of works.			
2.1.5.1.18	Refuse shall be stockpiled (It must be confirmed on site)			
2.1.5.1.19	Cutting and removal of grass and wheat at cemeteries and trimming of trees.			
	<b>(DESCRIPTION) Digging of holes for graves at cemeteries in Hessequa region</b>	<b>COMPLY YES/NO</b>	<b>Page to Reference (Supporting documents must be attached)</b>	
2.1.5.1.20	Digging of holes for graves at cemeteries in Hessequa municipal area according National standard sizes: Single graves Double graves Depth graves			

**2.1.6 PAYMENT OF INVOICES**

2.1.6.1 Payment will only be approved after a final inspection has been done by a designated municipal official to ensure that the work has been completed in accordance with the required standards and the conclusion of any disputes submitted by property owners.

2.1.6.2 Contractors must submit a list of erven / areas completed with all invoices submitted for payment.

2.1.6.3 Contractors will be held liable for costs incurred in the event of incorrect, sub-standard or negligent clearing.

**2.1.6.4 Contractors must make provision to employ semi-skilled and unskilled employees of 30% of the total work force. The contractor must submit a written report on the workforce layout and what they put in place to employ the mentioned employees before final payment may be approved.**

**2.1.7 IMPLEMENTATION TIMETABLE:**

The contract will start on the date of commencement for a three (3) year period.

**2.1.8 INFORMATION TO BE PROVIDED BY THE BIDDER**

2.1.8.1 Previous Contract References

**2.1.9 ANNEXURE A – SCHEDULE OF CATEGORIES**

Category	Type of Vegetation	Area	Method of Clearing	Required Municipal Standard
<b>A</b>	<b>PRIVATELY OWNED LAND WITHIN AND BORDERING THE URBAN EDGE</b>			
<b>A1</b>	Mixed invasive alien and indigenous vegetation – Rooipitjie, Black Wattle, Acacia's Hakea spp, Gum spp, dense grasses etc.	No Conservation Status and protected area's	Manual or Mechanical at the discretion of the landowner	Eradication and removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Trees and shrubs taller than 1.5 metres must be cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward. Grasses shall not exceed a height of 150mm. <b>INDIGENOUS TREES AND SHRUBS</b> - Reduce fynbos fire loading by a minimum of 50% or 5kg per square metre whichever is applicable. Maintain safe distance between possible/ future fire hazards and structures. To be administered by the Department of Agriculture and Fisheries in terms of CARA. Complaints will be referred to the relevant department for action.
<b>A2</b>	<b>Size – Up to 1ha</b> Indigenous vegetation – Fynbos etc.	Ecological Support Areas	Manual only	<b>Indigenous trees and shrubs</b> taller than 1.5 metres must be cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed.

<p><b>A3</b></p>	<p><b>Size – Up to 1ha</b> Majority of invasive alien vegetation Acacia's Hakea spp, Gum spp- , dense grasses etc.</p>	<p>Protected Areas/ Conservancy</p>	<p>Manual only</p>	<p>Eradication and removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Retention of desired trees and shrubs taller than 1.5 metres is subject to being cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward together with growth being reduced to a minimum of 50% of the entire area. Grass shall not exceed a height of 150mm.</p>
<p><b>A4</b></p>	<p><b>Size – Up to 1ha</b> Mixed invasive alien and indigenous vegetation – Acacia's, Hakea spp., Gum spp, dense grasses etc</p>	<p>Protected Areas/ Conservancy</p>	<p>Manual only</p>	<p>Eradication or cutting down of and, removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Grasses shall not exceed a height of 300 mm. Maintain safe distance between possible/ future fire hazards and structures</p>

<p><b>2.1.10 ANNEXURE C- SCHEDULE OF WORK EXPERIENCE OF THE BIDDER</b></p>					
	<p>Employer (Name, Tel, fax, Email)</p>	<p>Nature of Work</p>	<p>Value of work (Incl. VAT)</p>	<p>Date started</p>	<p>Date completed</p>
<p>1.</p>	<p><b>Name of entity</b></p> <p>Contact person</p> <p>Tel</p> <p>Fax</p> <p>Email</p>				
<p>2.</p>	<p><b>Name of entity</b></p> <p>Contact person</p> <p>Tel</p> <p>Fax</p> <p>Email</p>				
<p>3.</p>	<p><b>Name of entity</b></p> <p>Contact person</p> <p>Tel</p> <p>Fax</p> <p>Email</p>				
	<p><b>Name of entity</b></p>				

4.	Contact person					
	Tel					
	Fax					
	Email					
5.	Name of entity					
	Contact person					
	Tel					
	Fax					

**Email Address:**

**Failure to provide the information as stated above, may result in your tender being declared non- responsive.**

DECLARATION,

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: ..... DATE: .....

Initials of Service Provider's Authority: .....