

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL102/2022/23	CLOSING DATE:	28 JULY 2023	CLOSING TIME:	11H00
DESCRIPTION	RE-ADVERTISEMENT: PROVISION OF GARDENING SERVICE FOR A PERIOD OF THREE YEARS AT POLOKWANE INTERNATIONAL AIRPORT.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	ALUWANI MATSHONYONGE	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1060	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroup@gaal.co.za		E-MAIL ADDRESS	aluwani.matshonyonge@gaal.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.



However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

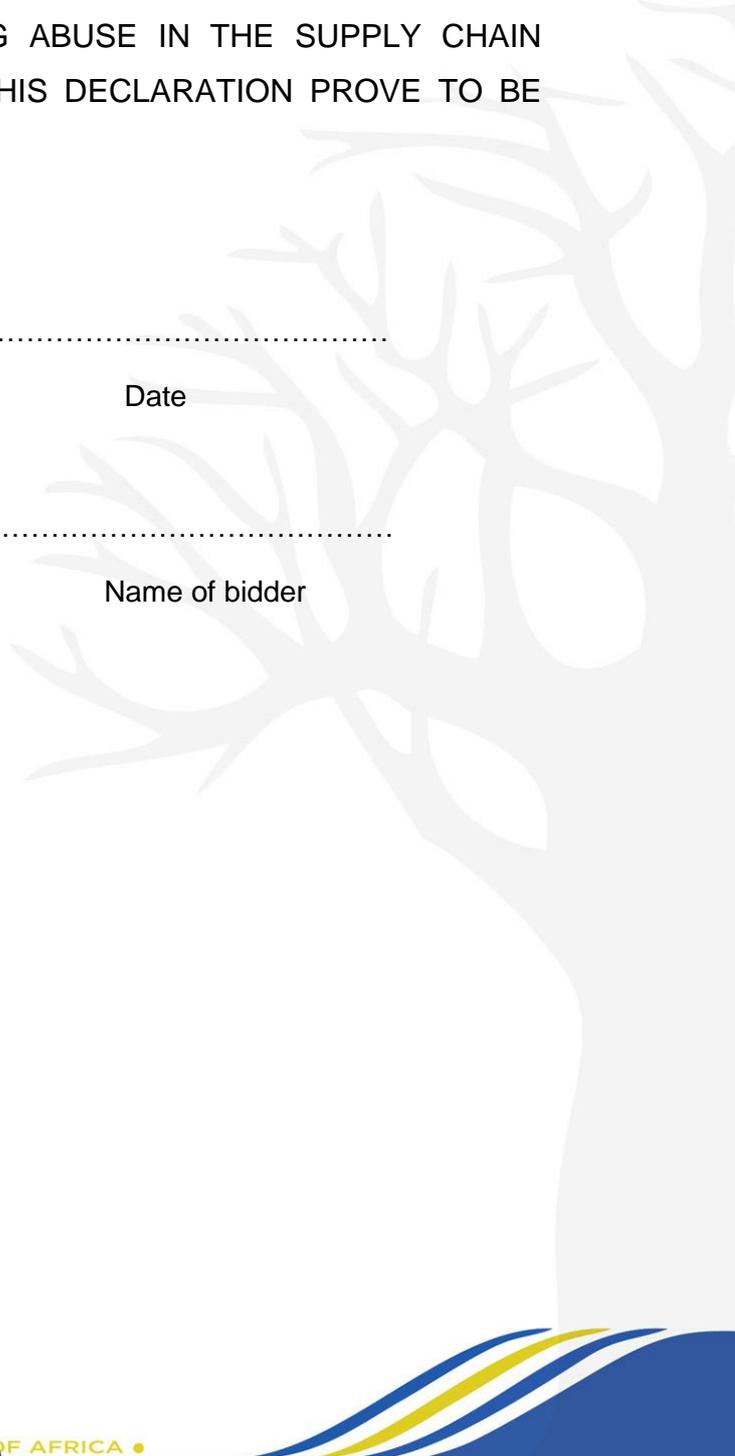
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point

system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	5	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Enterprises located in rural/township areas	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered

- as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p>

SPECIFICATION FOR THE PROVISION OF GARDENING SERVICES FOR A PERIOD OF SIX (36) MONTHS AT POLOKWANE INTERNATIONAL AIRPORT.

1. SCOPE OF WORK

Polokwane International Airport seeks to appoint an experienced service provider with an excellent track record for provision of gardening services for a period of thirty-six (36) months.

2. INTRODUCTION

Polokwane International Airport is required to maintain the airfield ground facilities and the inside & outside perimeter at all the times. Due to the shortage of personnel at the airport, it is vital for the airport to source the services of gardening from the reputable service provider.

3. WORK SPECIFICATIONS

Description	Area	Measurements (in square meters)	Frequency
LANDSIDE			
Grass cutting	From N1 road junction to the Airport Entrance.	45698	Monthly
Treating of weeds by apply weed killer where necessary on paved area.	From Entrance to Car Rental (including wash bay)	2159	As and when required.
Grass cutting	From entrance gate to car rental parking bay.	120	Monthly
	From emergency gate to fuel farm	330	
	Fuel farm area	17000	
Treating of weeds by apply weed killer where necessary on paved area.	Smoking area (Infront car rental building)	35	As and when required.

Maintain as an when required			Weekly
Treating of weeds by apply weed killer where necessary on paved area.	Port Health	1642	As and when required.
	Port Health parking bay	403	
	Conference Centre	1892	
Plant new lawn (equivalent to Kikuyu grass) over an old lawn <ul style="list-style-type: none"> ▪ Analyze the soil. ▪ Kill the existing grass / shrubs. ▪ Till the soil. ▪ Fertilize the soil. Maintain as an when required	From pay point to T49	934	Once-off
	From T49 to cleaning storeroom	809	Once-off.
Treating of weeds by apply weed killer where necessary on paved area.	From T49 to Boarder Police Building		Weekly
Plant new lawn (equivalent to Kikuyu grass) over an old lawn <ul style="list-style-type: none"> ▪ Analyze the soil. ▪ Kill the existing grass / shrubs. ▪ Till the soil. ▪ Fertilize the soil. Maintain as an when required.	Tower and Boarder Police Building.	1897	As and when required.
			Once-off.
Plant new lawn (equivalent to Kikuyu grass) <ul style="list-style-type: none"> ▪ Analyze the soil. ▪ Kill the existing grass / shrubs. ▪ Till the soil. ▪ Fertilize the soil. Maintain new planted lawn	Boarder Police Building.	494	Weekly
			Once-off.
Plant new lawn (equivalent to Kikuyu grass)	Admin Block	312	Once-off.

<ul style="list-style-type: none"> ▪ Analyze the soil. ▪ Kill the existing grass / shrubs. ▪ Till the soil. ▪ Fertilize the soil. <p>Maintain new planted lawn</p>			Weekly
Landscaping	N1 Junction (both directions)	424	As and when required.
	After bridge from N1 Junction (both directions)	129	
	Military main entrance (direction to N1 junction)	204	
	Curve after Military main entrance (both directions from N1 junction)	113	
	Inside and outside palisade Aircraft area	56	
	Admin Block Building	119	
	After Admin block entrance (both directions)	119	
	Public parking area (both directions)	113	
	Welcome board (before airport main entrance)	31	
	Airport exit gate	62	
	Boarder Police area	69	
	Terminal building (smoking area)	50	
	Trimming flowers and trees	Admin Block, T49 and Landside	
Removal of litter from grassed areas, pavements and the outside areas around the boundary fencing. Disposal of litter as per environmental requirements	All landside areas.	n/a	Daily

Remove all litter gathering within the scrubs and flowers	All landside areas.	n/a	Daily
Remove all litter gathering within shrubs/trees	All landside areas.	n/a	Daily
AIRSIDE			
Grass cutting	Perimeter wall	48000	Quarterly
Treating of weeds by apply weed killer where necessary on paved area.	Apron (Alpha, Bravo, Charlie & Delta)	54200	As and when required
	Big Hanger	3718	
	B 1 – 4 Hangers	3850	
Grass cutting	Fire Station and Weather	400	Monthly
	ILS containers	200	
	DVOR	200	
	PAPIs X 16	32	
	Wing bars	40	
	Runway 05/23	6320	
	Taxiways (Alpha; Bravo; Charlie; Delta and Echo)	7274	
	Sub-stations	260	
	Windsocks	900	
Cutting growing trees	Along Perimeter fence	n/a	As and when required.
Treating ant hills on the edge of the landing stripes	All airside areas	n/a	

4. PERSONNEL AND EQUIPMENT REQUIREMENTS

4.1 Site Supervisor.

4.2 All maintenance employees must have a basic communication skill in line with ability to understand the nature of work and instructions.

- 4.3 The bidder must provide sixteen (16) staff members, supervisor included, to this service. Changes in personnel must be reported to the Chief Security beforehand.
- 4.4 The bidder will ensure that there is always a Supervisor on site and the required gardening technicians to complete the entire site as per requirement. The staff compliment must be maintained throughout the contract duration and cover all day-to-day gardening requirements to ensure the facility is well maintained.
- 4.5 The service provider will be required to be on site five (5) days a week from Monday to Friday for the provision of all services for the entire duration of the contract. A weekly log of hours worked will be recorded and submitted to Operation division who will oversee and monitor the provision of the service.
- 4.6 All staff must be equipped with the following minimum personal protective equipment: **Safety shoes, Reflective jacket, Hardhat, Safety glasses, Hearing protection, Dust masks, Hand gloves and etc.**
- 4.7 The service provider must provide the following equipment but not limited to:

Description	Qty	Minimum required specification
Heavy Duty Industrial Brush Cutters	8	Engine type: Single Cylinder Fuel type: Petrol Power output: 7000 rpm; 1.2 kW
Industrial Lawn Mowers (non-motorised)	1	Engine capacity: 8.2 kW Fuel type: Petrol Gearbox: 2-speed. Cutting height: 10mm – 90 mm. Mass: 160 kg
Industrial Lawn Mowers (motorised)	1	Engine: Single Cylinder Fuel type: Petrol Cutting Height range: 30 – 90 mm
Industrial blower	1	Type: Blower Back Pack

		Engine: Single-Cylinder Fuel type: Petrol Air Speed: 150 kpm
Industrial Chainsaw	1	Engine: 1.8 kW Fuel type: petrol Weight: 6.1 kg
Weed killer	As and when required.	Kills weeds and grasses down to the roots. Non-selective herbicide. Do not use on lawns or other wanted plants.

4.8 The bidder will be expected to provide all equipment required for the rendering of the service including those to be used for ad-hoc services (an inventory list will be agreed upon for all equipment). It will be the bidders' responsibility to ensure that all equipment is available, maintained and accounted for on a periodic basis.

4.9 Storage will be made available at 42 square meters for free for the duration of the contract.

5. PRICING GUIDE

Description	Cost for Year 1 (Excl. VAT) Multiply by 12 months	Cost for Year 2 (Excl. VAT) Multiply by 12 months	Cost for Year 3 (Excl. VAT) Multiply by 12 months
Monthly Garden Services			
Management and supervision			
Equipment, tools and consumables			
Escalation costs (if applicable)			
Other costs (Specify)			

Total costs			
Total costs (Excl. VAT) for 3 years			
VAT (15%			
Total costs (Incl. VAT) for 3 years			

- 5.1 All costs must included.
- 5.2 Any escalations in cost for the three-year period must be clearly stated within the pricing structure with the submission of the bid.
- 5.3 Payments shall be made monthly upon receipt of invoice from the service provider. No ad hoc invoices will be paid without prior approval.

5. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, functionality, and preference point system.

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Suppliers must submit all documents as outlined in paragraph 5.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Supplier(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2).

5.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three (3) months
Proof of registration on Central Supplier Database (CSD) (detailed CSD report).	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
Compulsory Briefing Session	YES	Bidders must ensure that their representative sign the attended register as a proof of attendance of the briefing session.
Construction Industry Development Board Act.	YES	Bidder must submit valid CIDB certificate: Grade 2 and/or higher (SH) Landscaping, Irrigation and Horticulture.
Compensation for Occupational Injuries and Diseases Act.	YES	Bidder must submit valid letter of good standing issued by the Department of Labour (COIDA).

Proof of registration with Unemployment Insurance Fund.	YES	Bidder must submit valid letter of Unemployment Insurance Fund.
Proof of public liability cover of R1 million.	YES	Bidder must submit insurance cover /or letter of intent from the insurance company.
Pricing Schedule / quotation	YES	Pricing structure / quotation must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

5.2 Gate 2: Functionality Evaluation Criteria

All suppliers are required to respond to the functionality evaluation criteria.

Only suppliers that have met the administrative requirements in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Suppliers will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Gate 2 for Price and Specific Goals evaluations; and

Evaluation Criteria for Functionality is as Follows:

CRITERIA	POINTS	SCORING CRITERIA
Experience in gardening services and landscaping (attached contactable reference letters)	20	1-3 years = 10 >3-5 years = 15 5 years plus = 20
Number of projects done in gardening and landscaping services (attached contactable reference letters)	20	Project 1-3 = 10 Project 4-5 = 15 6 and more projects = 20
Technical team experience in similar project (attach CV and copies of qualification of the supervisor – minimum of Grade 12).	20	Years 1-3 = 10 Years 4 -5= 15 Years 6 and more = 20

Registration with any relevant landscaping / gardening body (e.g South African Landscapers Institute)	20	Not registered = 0 Registered = 20
Company office in RSA (attached proof of address not more than three months old)	20	Outside Limpopo Province= 10 Limpopo Province = 15 Capricorn District = 20
TOTAL	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	70	

The maximum points that can be scored on functionality equals to 100. Suppliers scoring less than 70 points will be disqualified.

Suppliers that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying quotations will be evaluated in terms of the 80/20.**

5.3. Gate 2: Preference Point System,

Only suppliers that have met the 60 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific Goals	20
Total	100

6. BID SUBMISSION

All bids and supporting documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1. Bids will only be considered if received by the entity on or before the closing date and time.

Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows: -

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
<p>Exhibit 1:</p> <p>Administrative and mandatory documents <i>(Refer to Section 5.1 - Gate 0: Administrative requirements (Table 1))</i></p>	<p>Exhibit 3:</p> <p>Pricing Schedule/Quotation</p>
<p>Exhibit 2:</p> <p>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation</p> <p>Supporting documents for technical responses. <i>(Refer to Section 5.2 - Gate 1: Functionality Evaluation Criteria)</i></p>	<p>Exhibit 4:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.</p>

7. TERMS AND CONDITIONS

7.1 Supplier Due Diligence

7.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

7.2 Counter Conditions

7.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

7.3 Negotiation

7.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

7.4 Bid Enquiries

7.4.1 All enquiries should be in writing to scmgroupp@gaal.co.za . The closing date for receipt of all enquiries is 21 July 2023. All enquiries beyond the closing date will not be considered.

7.5 Communication and Confidentiality

7.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).

7.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

7.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

7.6 Permit

7.6.1 Bidders must take into consideration the provision of Personnel Permit of R120.00 per person and R550.00 per motorised equipment /or motor vehicle to be used.

7.7 Required Airside Personal Protective Equipment

7.7.1 **Hearing Protection** shall conform to OHS ref: SANS 1451 Parts 1 -2. Hearing Protection can be any approved product of Earmuffs, Earpieces, Ear Plugs and can be of the disposable or reusable type.

7.7.2 **Safety Shoes/ boots** shall conform to EN345 SB standards as a minimum requirement.

7.7.3 Standard and Specification of High Visibility Retro Reflective Jacket or Tabard

- The color of the retro reflective jacket or tabard shall be lime green for normal operations and bright orange for Emergency Departments as per the EN471 color match.
- The jacket or tabard shall have one (1) reflective stripe vertically along the shoulders (similar to braces).
- The jacket or tabard shall have one reflective stripe horizontally across the waist.
- The company logo/name shall be designed at the back of the jacket or tabard and be visible from a distance.
- The logo / name shall be in black unless the corporate colors dictate otherwise.

7.8 Safety

7.8.1 Bidders must provide Occupational Health and Safety File that is suitable for site.

7.9 Training requirements (as per SACATS PART 139-02-34 to 35)

7.9.1 Bidders are expected to undergo for the following trainings at their own cost by recognised Aviation Training Organisation.

7.9.1.1 Airside Induction Training (AIT)

7.9.1.2 Airside Vehicle Operator's Permit (AVOP)

7.9.1.3 Practical Airport Radio Telephony and Airside Competency (PARTAC)