



## Request for Proposals (RFP)

**For the Provision of Landscaping Services to the CSIR Pretoria sites for a Period 5 years.**

**CSIR RFP No. 3726/24/04/2026**

Date of Issue	Thursday, 02 April 2026	
Compulsory Site Inspection	Date and Time	Friday, 10 April 2026 @ 09H00 -11H00
	Address	CSIR Scientia Campus Meiring Naude Road Brummeria Outside Northgate Reception
Enquiries	Strategic Procurement Unit	E-mail: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
	Please use RFP No and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Tuesday, 14 April 2026 @ 16H30	
Electronical Submission	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a> (If tender submission exceeds 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Gardening Services	
Closing Date and Time	Friday, 24 April 2026 @ 16H30	

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## **RFP STRUCTURE**

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SECTION B: EVALUATION METHODOLOGY / PROCESS

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- Annexure B – Technical Specification
- Annexure C – Technical Evaluation Matrix/Rubrics
- Annexure D – Pricing Schedule
- Annexure E – Proposal Form and List of Returnable Documents
- Annexure F – Certificate of Acquaintance with RFP
- Annexure G – Preference Point Award Form
- Annexure H – Standard Bidding Document (SBD) 4 Form
- Annexure I – RFP Declaration and Breach of Law Form
- Annexure J – Mutual Non-Disclosure Agreement
- Annexure K – Draft Service Level Agreement
- Annexure L: Client References Verification Form

## SECTION A

### GENERAL RFP TERMS AND CONDITIONS

#### 1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

#### 2 SUBMISSION OF PROPOSALS

All proposals are to be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). No late proposals will be accepted.

All proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***). The CSIR business hours are between **08h00** and **16h30**.

All proposal submissions are to be clearly subject referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

**PART 1: Technical Proposal (Please indicated the RFP Number on each File/folder)**

**PART 2: Pricing Proposal, Specific Goals claim documentation: RFP No.: (Please indicated the RFP Number on each File/folder)**

Proposals submitted must be signed by a person or persons duly authorised.

Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).

Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.

The naming / labelling syntax of files or documents must be short and simple.

The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria.

### **3 COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

### **4 FRONTING**

Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

## **5 PRICING PROPOSAL**

Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).

Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.

Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.

Payment will be according to the CSIR Payment Terms and Conditions.

Please provide a detail pricing using a Pricing Schedule/Bill of Quantities outlined under Annexure D. Pricing must strictly be in accordance with the Pricing Schedule.

## **6 APPOINTMENT OF SERVICE PROVIDER**

The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

## **7 SERVICE LEVEL AGREEMENT**

Upon award the CSIR and the successful bidder will conclude an agreement in line with applicable form of contract ( i.e. Draft Supplier Agreement) regulating the specific terms and conditions applicable to the services being procured by the CSIR, more or less in the format of the draft Service Level Indicators (Annexure J) included in this tender pack.

Bidder(s) are requested to:

Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;

Explain each comment and/or amendment; and

Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

## **8 ENQUIRIES AND CONTACT WITH THE CSIR**

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

## **9 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFP must be in English.

## **10 CORRECTNESS OF RESPONSES**

The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **11 VERIFICATION OF DOCUMENTS**

Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

## **12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

## **13 ADDITIONAL TERMS AND CONDITIONS**

A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:

A joint venture agreement signed by both parties clearly indicating the lead partner, including split of work;

Copy of a valid certificate or consolidated B-BBEE score card;

The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;

Proof of ownership/shareholder certificates/copies; and

Company registration certificate/s.

An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

## **14 SPECIAL CONDITIONS**

The CSIR reserves the right to:

- 14.1 Extend the closing date of this RFP;
- 14.2 Correct any mistakes before closing date and time of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 14.3 Verify any information contained in the bidder's submission;
- 14.4 Request documentary proof regarding the bidder's submission;
- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);

- 14.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8 Award this RFP as a whole or in part;
- 14.9 Award this RFP to multiple bidders;
- 14.10 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 14.12 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

## **15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in

order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f. has in the past engaged in any matter referred to above; or
- g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

## **16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

## **17 PREPARATION COSTS AND LIMITATION OF LIABILITY**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore,

no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

## **18 INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

## **19 PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

## **20 TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. If a recommended bidder is not tax compliant, the bidder will be notified in writing of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so CSIR will reject their bid.

The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance

Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

## **22 GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **23 CONFIDENTIALITY**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

## **24 AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

## **25 PERSONAL INFORMATION**

Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 30 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders' compliance with the requisite POPI Act safeguards.

## **26 DISCLAIMER**

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

## SECTION B

### EVALUATION METHODOLOGY

#### 27 TERMS OF REFERENCE

This RFP is for the provision of landscaping services to the CSIR Pretoria sites for a period of 5 years. The service offering must include all requirements as set out in **Annexure B**.

#### 28 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria(Phase 2)	Price and Preference Points Evaluation(Phase 3)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 28.1 on <b>Phase 1</b> below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on <b>Phase 2</b> below will proceed to Price and Preference Points Evaluation. (Phase 3)	Bidder(s) will be evaluated out of <b>100 points</b> i.e. <b>80 or 90 points</b> for Price and <b>20 or 10 points</b> for Preference Points.	The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000). Due diligence on reference letters will be done with the recommended bidder to verify the truthfulness of submitted reference checks. Should the due diligence outcome not reflect the scope of the project, the bidder will be disqualified.

##### 28.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- Bidder that submitted late bids will not be considered.
- Bidder that submitted to the incorrect location or email address will not be considered  
(Only electronic submission to [tender@csir.co.za](mailto:tender@csir.co.za) would be considered).
- Bidder that is listed on the NT database of restricted suppliers will not be considered.

- Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- Proposals submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.
- Bidder that did not submit mandatory returnable documents as listed on **Annexure D: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table)**.
- Bidder that fails to attend the compulsory briefing session will not be considered.

## 28.2 Technical Evaluation Criteria (Phase 2)

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	ELEMENT	WEIGHT
1	Company Experience	20%
2	Contract Manager Experience	20%
3	SHE Policy Statement, SHE Plan and SHE Risk Register	10%
4	Methodology and Approach	40%
5	Staff Welfare/Employee Value Proposition	10%
<b>TOTAL (%)</b>		<b>100</b>

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

## 28.3 Price and Preference Points Evaluation (Phase 3)

Only Bidders that have met meet minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

## 29 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.
- Due diligence on reference letters will be done with the recommended bidder to verify the truthfulness of submitted reference checks. Should the due diligence outcome not reflect the scope of the project, the bidder will be disqualified.

### **30 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number.

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide the CSIR of their CSD registration number.

**Annexure A**  
**Standard Bidding Document (SBD) 1**  
**PART A: INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR</b>					
BID NUMBER:	CSIR RFP No. 3726/24/04/2026	CLOSING DATE:	24 April 2026	CLOSING TIME:	16:30
DESCRIPTION	For the Provision of landscaping services to the CSIR Pretoria sites for a period 5 years.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
The CSIR requires that all tender submissions be submitted electronically to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number CSIR RFP No. 3726/24/04/2026 and description of the tender as the subject on your email.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tender@csir.co.za">tender@csir.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
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>1</b> 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]		<b>2</b> 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]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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		
<b>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.</b>					

**PART B: TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

Request for Proposal

CSIR RFP No. 3726/24/04/2026

- 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, 2022, 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**

- 1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- 3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 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: .....

## Annexure B

**For the Provision of landscaping services to the CSIR Pretoria sites for a period  
5 years.**

**RFP No.**

### 1. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of landscaping services to the CSIR Pretoria sites for a period of 5 years.

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing and general information on the business of potential Contractors for the CSIR to determine the Contractors most capable of providing the landscaping service.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the provision of landscaping services to the CSIR Pretoria sites for a period of 5 years.

### 2. PROPOSAL REQUIREMENTS

All proposals are to be submitted in a format specified in this enquiry. However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

#### 2.1. Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Company profile.

- Detailed Technical Proposal
- Company Experience
- Contract Manager Experience
- SHE Policy Statement, SHE Plan and SHE Risk Register
- Methodology and Approach
- Staff Welfare/Employee Value Proposition

## 2.2. Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover Letter.
- Completed Pricing Schedule (**Annexure D**) on official company letterhead.
- CSD registration report (RSA suppliers only).

## 3. PROPOSAL SPECIFICATION

### 3.1. Scope of Work

The Supplier will be required to provide a comprehensive program for daily, weekly, monthly, quarterly and bi-annual Landscaping service at the CSIR Pretoria Sites (Scientia campus including Sport and Recreation areas, Entabeni, ICC and North of Pretoria: Paardefontein and Kloppersbos) which includes but not limited to the below stated scope of works. The Supplier will be responsible to deploy, supervise, manage the Groundmen and provide equipment for maintaining CSIR gardens and grounds including mowing, pruning and fertilizing lawns as well as planting and watering the gardens. A Service Level Agreement for deploying be entered into with the successful bidder, which will also include performance measurement scorecard and management tools to be adhered to in order to ensure efficient performance of the contract.

### 3.2. Compliance SHE requirements

The service provider shall, at all times, comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure D, Site SHEQ file content.

### 3.3. Labour

3.3.1. The Supplier will supply CSIR with a landscaping services team which comprises of the following staff.

- a) Contract Manager (skilled and knowledgeable in Horticulture / equivalent)
- b) Site Supervisors
- c) Groundmen

- d) Indoor plant specialist (s)
- e) Plant Nursery
- f) Compost Yard
- g) Irrigation Assistants
- h) Machine and Equipment Operators

- 3.3.2.** The expected staff is expected to be knowledgeable and demonstrate the required expertise in caring for plants, horticultural experience and landscaping knowledge. This includes provision of initial staff training and annual refresher training on the scope of work and provide evidence of training.
- 3.3.3.** The proposed staff compliment need be maintained throughout the contract duration and should be sufficient to render day to day gardening requirements to ensure the facility is adequately maintained.
- 3.3.4.** The service provider will be required to conduct police clearance and medical fitness screening the employees to assigned to this contract and provide training thereof.
- 3.3.5.** The service provider should also demonstrate ability to absorb current staff complement.
- 3.3.6.** The number of staff to be assigned per site should be clearly indicated, including the job descriptions and CV's to be provided.
- 3.3.7.** The service provider should determine the number of staff to be assigned per site, including relief staff.
- 3.3.8.** The service provider shall, at all times, demonstrate staff welfare practices and comply with employment legislation as prescribed by the Department of Employment and Labour and ensure fair labour practice.
- 3.3.9.** The service provider must indicate a pay date for its employees.
- 3.3.10.** General maintenance tasks of groundsmen should include but not limited to the following:
- a) Moving, trimming and edging lawns
  - b) Pruning trees, hedges and shrubs
  - c) Planting flowers, shrubs and plants
  - d) Fertilizing and applying pesticides
  - e) Weeding and spreading mulch
  - f) Controlling pests and diseases
  - g) Removing trash, litter and other debris

- h) Sweeping walkways and clearing debris
- i) Operating and maintaining groundskeeping equipment like mowers, trimmers and leaf blowers
- j) Performing repairs on landscaping equipment.
- k) Installing and maintaining irrigation systems and trenching of underground irrigation pipes.
- l) Performing general gardening and landscaping tasks as instructed by management and supervisors.

### 3.4. CSIR PRETORIA SITES LANDSCAPING MAINTENANCE STANDARDS:

Category	Activity	Standard / Requirement	Frequency	Notes/Remarks
<b>Lawn Maintenance</b>	Grass cutting	Maintain lawn height between 25–40 mm	Every 7–10 days (summer)	Adjust based on growth
	Grass cutting (verges)	Maintain height 40–60 mm	Every 10–14 days	Roadside areas
	Veld grass cutting	Maintain grass height below 150 mm	As required	Perimeter and servitudes
	Edge trimming	Trim edges along pavements and beds	Each mowing cycle	Neat defined edges
	Lawn aeration	Mechanical or hollow tine aeration	Annually	Improve soil permeability
	Lawn restoration	Repair bare patches and reseed	As required	After damage or drought
<b>Fertilization</b>	Lawn fertilization	Apply nitrogen-rich fertilizer	Early spring	Promote growth
	Lawn fertilization	Apply balanced fertilizer	Every 6–8 weeks in summer	Maintain turf health
	Lawn fertilization	Apply potassium fertilizer	Autumn	Improve winter tolerance
	Compost application	Apply organic compost	Twice per year	Flower beds and shrubs
	Soil conditioning	Improve soil quality with conditioners	As required	Based on soil condition
<b>Weed Treatment</b>	Manual weed removal	Remove weeds including roots	Bi-weekly	Preferred method
	Chemical weed treatment	Apply herbicide where required	As required	Spot treatment only
	Weed control in pavements	Remove weeds between paving blocks	Weekly	Manual or chemical
	Weed control in gravel areas	Control invasive weeds	Monthly	Mechanical or chemical
<b>Irrigation Systems</b>	Irrigation inspection	Inspect sprinkler heads and valves	Weekly	Identify leaks or damage
	Irrigation repairs	Repair leaks and damaged components	Within 48 hours	Prevent water loss
	Filter cleaning	Clean irrigation filters	Monthly	Ensure proper flow
	System testing	Test irrigation zones	Quarterly	Ensure full coverage
	Nightshift watering during winter		As and when required	
	Irrigation scheduling	Adjust watering schedules	Seasonal	Water efficiency
<b>Tree Management</b>	Tree inspection	Assess health and structural integrity	Twice per year	Arborist inspection recommended
	Tree pruning	Remove dead or obstructive branches  Trees must first be identified and their regulation requirements met before removal or trimming.	Annually  As and when requested by CSIR	Improve safety  CSIR approval required
	Tree removal			
	Hazardous tree removal	Remove unsafe trees	As required	CSIR approval required

	Tree pest control	Treat diseased or infected trees	As required	Environmentally safe products
	Tree staking	Support newly planted trees	As required	Maintain stability
<b>Pond and Dam Maintenance</b>	Debris removal	Remove leaves and floating debris	Weekly	Maintain clean water
	Algae monitoring	Inspect for algae growth	Weekly	Prevent water quality issues
	Aquatic vegetation control	Remove invasive aquatic plants	Quarterly	Prevent blockages
	Structural inspection	Inspect dam walls and pond edges	Quarterly	Prevent erosion
	Pump and fountain maintenance	Inspect and clean pump systems	Monthly	Ensure water circulation
	Sediment inspection	Check for silt buildup	Annually	Dredging if required
<b>Waste and Composting</b>	Garden waste collection	Remove garden waste from site	Daily	Maintain cleanliness
	Compost production	Convert organic waste to compost	Continuous	Sustainable practice
	Mulching	Apply mulch around plants	Twice per year	Moisture retention
	Wood chipping	Chip branches for mulch	As required	Reuse organic material
<b>Grounds Cleaning</b>	Litter removal	Remove litter from landscaped areas	Daily	Maintain campus appearance
	Sweeping walkways	Sweep paved surfaces	Daily	Remove dust and leaves
	Cleaning parking areas	Remove debris from parking areas	Weekly	Maintain safe access
<b>Firebreak Maintenance</b>	Firebreak creation	Maintain grass below 150 mm	Before fire season	Along perimeter
	Fire belt maintenance	Maintain 1.5 m firebreak	Annually	Fire safety compliance
<b>Environmental Sustainability</b>	Green waste recycling	Recycle or compost green waste	Continuous	Minimum 60% target
	Eco-friendly chemicals	Use environmentally safe fertilizers	Always	Protect environment
	Water conservation	Use efficient irrigation practices	Continuous	Reduce water use
<b>Safety and Compliance</b>	PPE usage	Workers must wear appropriate PPE	Always	OHSA compliance
	Equipment safety	Maintain landscaping equipment	Continuous	Safe operation
	Hazard reporting	Report safety hazards	Within 24 hours	Tree risk or flooding
<b>Reporting</b>	Monthly landscaping report	Submit activity reports	Monthly	Maintenance tracking
	Irrigation maintenance report	Record repairs and inspections	Monthly	Water management
	Tree inspection report	Document tree condition	Bi-annually	Risk Management
<b>Compost Application</b>	Soil preparation	Loosen soil and remove weeds prior to compost application	As required	Improves compost integration into soil
	Application to flower beds	Apply compost evenly across flower beds to enrich soil and improve plant growth	Twice per year	Recommended during spring and autumn
	Application to shrub beds	Apply compost around shrubs to improve soil structure and nutrient availability	Twice per year	Avoid covering plant stems
	Application around trees	Apply compost around the tree drip line to support root development	Once per year	Compost must not touch tree trunk
	Lawn top dressing	Apply compost as lawn dressing to improve soil fertility and turf density	Once per year	Apply after lawn aeration
	Compost depth	Maintain compost layer of 30–50 mm for planting beds	During application	Ensure even distribution
	Lawn compost thickness	Maintain compost thickness of 5–10 mm for lawn top dressing	During application	Prevent smothering of grass
	Compost incorporation	Lightly mix compost into topsoil where possible	During application	Improves nutrient absorption
	Watering after application	Water composted areas after application to promote soil absorption	Immediately after application	Prevent compost drying out
	Avoidance of runoff	Ensure compost is not applied near stormwater drains, ponds or irrigation dams	Continuous	Protect water bodies
	Monitoring plant response	Monitor plant growth and soil condition after compost application	Monthly	Adjust application rates if necessary

	Record keeping	Maintain records of compost quantities applied and locations treated	Monthly	Include in landscaping maintenance reports
<b>Mulch Application</b>	Mulch material preparation	Use organic mulch such as wood chips, bark, composted plant material or shredded branches	As required	Preferably sourced from chipped garden waste
	Soil preparation	Remove weeds and loosen soil before applying mulch	As required	Ensures proper mulch performance
	Mulch application in flower beds	Apply mulch evenly across flower beds to improve soil moisture retention and suppress weeds	Twice per year	Recommended during spring and autumn
	Mulch application around shrubs	Apply mulch around shrubs to protect soil and maintain moisture	Twice per year	Avoid covering plant stems
	Mulch application around trees	Apply mulch around the tree drip line to conserve moisture and protect root zones	Twice per year	Mulch must not touch tree trunks
	Mulch thickness	Maintain mulch layer of 50–75 mm depth	During application	Prevents weed growth and retains soil moisture
	Mulch replenishment	Replace or top up mulch where decomposition has reduced coverage	Annually or as required	Organic mulch decomposes naturally
	Weed suppression	Ensure mulch coverage prevents weed emergence	Continuous	Reduce need for herbicide use
	Moisture conservation	Apply mulch to reduce irrigation demand and maintain soil moisture	Continuous	Particularly important during dry seasons
	Mulch containment	Ensure mulch does not spill onto pavements or drainage systems	During application	Maintain neat appearance
	Environmental protection	Ensure mulch materials are free from contaminants or invasive seeds	Continuous	Protect plant health
	Monitoring mulch condition	Inspect mulched areas to ensure adequate coverage and effectiveness	Monthly	Reapply where necessary
	Record keeping	Maintain records of mulch quantities used and areas treated	Monthly	Include in landscaping maintenance reports
<b>In-House Nursery Management Standards In-House Nursery Management Standards</b>				
<b>Nursery Management</b>	Nursery establishment	Maintain a designated nursery area for propagation and cultivation of plants used for campus landscaping	Continuous	Location to be approved by CSIR
	Nursery cleanliness	Keep nursery area clean, organised and free from weeds, litter and debris	Daily	Maintain professional appearance
	Propagation of plants	Propagate indigenous plants from seeds, cuttings or division for use in campus landscaping	As required	Focus on indigenous and climate-suitable species
	Seedling production	Grow seedlings for seasonal planting and landscape replacement	Continuous	Support campus beautification
	Potting of plants	Pot plants using suitable potting mix and containers	As required	Ensure adequate drainage
	Potting soil preparation	Prepare or procure appropriate potting mixtures including compost and soil conditioners	As required	May include compost generated on site
	Plant watering	Water nursery plants to maintain healthy growth	Daily or as required	Adjust based on weather conditions
	Fertilization	Apply appropriate fertilizers to nursery plants to promote growth	Monthly or as required	Use controlled-release fertilizers where possible
	Pest and disease control	Inspect plants and treat pests or diseases using approved horticultural treatments	Weekly inspection	Use environmentally safe products
	Shade management	Provide shade netting or protection for sensitive plants	Continuous	Prevent plant stress
	Hardening of plants	Gradually expose nursery plants to outdoor conditions prior to planting	As required	Improve plant survival rates
	Plant replacement stock	Maintain sufficient stock of commonly used plants for campus landscaping	Continuous	Reduce external plant procurement

	Inventory management	Maintain records of plant stock, species and quantities in the nursery	Monthly	Track plant usage and availability
	Plant selection	Grow plants suitable for local climate and campus landscape design	Continuous	Prefer indigenous species
	Soil and pot replacement	Replace potting soil and containers where required	As required	Maintain plant health
	Irrigation system maintenance	Maintain nursery irrigation systems to ensure adequate watering	Weekly inspection	Repair leaks promptly
	Waste management	Dispose of plant waste and unused soil in designated compost areas	Continuous	Support composting program
	Health and safety	Ensure safe working conditions in the nursery and proper use of tools and equipment	Continuous	Comply with OHSA requirements
	Nursery reporting	Maintain records of plants produced, planted and replaced across campus	Monthly	Include in landscaping maintenance reports
<b>Landscape Asset Management</b>				
<b>Landscape Asset Management</b>	Tree inventory register	Maintain a complete inventory of all trees on campus including species, location, size and condition	Annually updated	GIS or campus map reference recommended
	Tree condition assessment	Inspect and record health and structural condition of trees	Twice per year	Identify hazardous or diseased trees
	Hazard tree identification	Identify and report trees that pose safety risks	Continuous	Immediate reporting required
	Tree replacement planning	Develop a replacement plan for dead, removed or declining trees	Annually	Replacement with appropriate species
	Plant bed inventory	Maintain a register of all landscaped plant beds including size, plant species and location	Annually updated	Useful for maintenance planning
	Plant health assessment	Inspect plant beds for plant health, pest infestation and nutrient deficiencies	Monthly	Coordinate with fertilization program
	Seasonal plant replacement planning	Identify seasonal plants requiring replacement or replanting	Twice per year	Typically spring and autumn planting cycles
	Replacement planting	Replace dead or damaged plants to maintain landscape aesthetics	As required	Maintain design consistency
	Nursery production planning	Align nursery production with campus planting requirements	Quarterly	Support seasonal planting cycles
	Nursery stock monitoring	Maintain records of plant stock available in the nursery	Monthly	Includes seedlings, shrubs and trees
	Landscape development planning	Identify opportunities for new plantings or landscape improvements	Annually	Coordinate with CSIR facilities planning
	Tree planting programme	Implement tree planting to replace lost trees and improve campus landscape	Annually	Promote indigenous species
	Landscape asset mapping	Maintain maps showing locations of trees, gardens and landscape zones	Annually updated	Useful for maintenance teams
	Landscape condition reporting	Provide a summary report on campus landscaping condition	Quarterly	Include tree health, plant condition and replacements
	Sustainability monitoring	Track use of compost, mulch and nursery plants across campus	Quarterly	Supports sustainability reporting
<b>Soccer Ground Management Standards</b>				
<b>Soccer Ground Management</b>	Turf inspection	Inspect soccer field turf condition for wear, damage or disease	Weekly	Identify bare patches or uneven surfaces
	Grass cutting	Maintain grass height between 25–35 mm for optimal playing conditions	Weekly or as required	Avoid cutting more than one-third of grass height
	Field levelling	Inspect and level uneven surfaces or depressions	Monthly or as required	Prevent player injury
	Aeration of turf	Aerate field to improve soil structure and drainage	Twice per year	Preferably spring and early autumn
	Fertilization	Apply balanced turf fertilizer to maintain healthy grass growth	Every 6–8 weeks during growing season	Based on soil conditions

	Weed control	Remove weeds manually or treat with selective herbicides	Monthly inspection	Maintain uniform turf
	Reseeding	Reseed worn or damaged turf areas	As required	Use appropriate sports turf grass species
	Irrigation management	Ensure field receives adequate irrigation to maintain turf health	Weekly inspection	Avoid overwatering
	Irrigation system maintenance	Inspect and repair sprinkler heads and irrigation systems	Weekly	Ensure even water distribution
	Line marking	Mark soccer field lines clearly according to standard field dimensions	Before matches or weekly	Use approved field marking paint
	Goal post inspection	Inspect goal posts and nets for damage or safety issues	Monthly	Ensure secure installation
	Drainage inspection	Inspect field drainage to prevent waterlogging	Monthly	Address blocked drains or poor drainage
	Pest and disease monitoring	Monitor turf for pests or fungal diseases	Monthly	Apply treatment if necessary
	Litter removal	Remove litter or debris from field area	Daily or before use	Maintain safe playing surface
	Boundary maintenance	Maintain field boundaries and spectator areas	Monthly	Ensure safe access
	Field usage monitoring	Monitor field usage to prevent excessive wear	Continuous	Schedule maintenance periods
	Maintenance reporting	Maintain records of field maintenance activities	Monthly	Submit reports to CSIR
<b>Invasive Plant Management</b>	Identification of invasive species	Identify invasive alien plant species within landscaped areas, servitudes, and natural areas	Quarterly inspection	In accordance with South African NEMBA regulations
	Invasive plant inventory	Maintain a register of invasive species identified on campus	Annually updated	Include species type and location
	Monitoring of landscaped areas	Inspect landscaped beds, lawns and open areas for invasive plant growth	Monthly	Early detection prevents spread
	Manual removal	Remove invasive plants including roots where feasible	As required	Particularly effective for young plants
	Mechanical removal	Remove invasive plants using mechanical methods where manual removal is not feasible	As required	Use brush cutters or similar equipment
	Chemical treatment	Apply approved herbicides for invasive plant control where required	As required	Must comply with environmental regulations
	Removal of seedlings	Remove invasive seedlings from flower beds and landscaped areas	Monthly	Prevent establishment of mature plants
	Disposal of invasive plants	Dispose of removed invasive plants at approved waste areas	As required	Prevent reseeding or regrowth
	Protection of indigenous plants	Ensure invasive plant removal does not damage desirable plants	Continuous	Maintain landscape design integrity
	Control near water bodies	Remove invasive species along ponds, dams and drainage areas	Quarterly	Prevent spread into water systems
	Monitoring of servitudes	Inspect utility servitudes and fence lines for invasive plant growth	Quarterly	These areas are high-risk for invasive spread
	Replacement planting	Replace removed invasive plants with suitable indigenous or non-invasive species	As required	Improve biodiversity
	Staff training	Ensure landscaping personnel can identify common invasive species	Annually	Improves early detection
	Environmental compliance	Ensure invasive plant management complies with environmental legislation	Continuous	NEMA Alien and Invasive Species Regulations
	Reporting	Maintain records of invasive plant removal activities and treated areas	Quarterly	Submit reports to CSIR
<b>Powerline Vegetation Management</b>	Vegetation inspection	Inspect areas beneath and adjacent to overhead powerlines for vegetation encroachment	Quarterly	Identify trees or plants approaching safe clearance limits
	Grass cutting under powerlines	Maintain grass and vegetation below 150 mm height within powerline servitudes	As required	Prevent fire hazards and maintain visibility

	Clearing of shrubs and bushes	Remove shrubs and bush growth that may interfere with overhead lines	As required	Maintain safe clearance distance
	Tree pruning near powerlines	Prune branches that are approaching overhead powerlines	As required	Maintain safe electrical clearance distances
	Tree removal	Remove trees that pose a risk of falling onto overhead powerlines	As required	Requires CSIR approval before removal
	Clearance distance maintenance	Maintain minimum vegetation clearance distance from powerlines as per electrical safety regulations	Continuous	In accordance with electrical utility standards
	Removal of invasive plants	Remove invasive plant species growing within powerline servitudes	As required	Prevent rapid regrowth
	Fire risk reduction	Remove dry vegetation and combustible material under powerlines	Before fire season	Reduce wildfire risk
	Debris removal	Remove cut vegetation and branches from servitude areas	Immediately after clearing	Maintain neat and safe environment
	Safe work practices	Ensure vegetation clearing near powerlines is performed using safe working procedures	Continuous	Personnel must be trained
	Equipment restrictions	Use non-conductive tools where possible when working near energized lines	Continuous	Prevent electrical hazards
	Coordination with electrical department	Coordinate vegetation clearing activities with CSIR electrical or facilities management teams	As required	Particularly where high-voltage lines exist
	Servitude maintenance	Maintain powerline servitude areas clear of obstructions	Quarterly	Maintain access for maintenance vehicles
	Monitoring and reporting	Record areas cleared and vegetation risks identified	Quarterly	Submit report to CSIR facilities management
<b>Indoor Plant Management</b>	Plant inspection	Inspect indoor plants for health, pests, disease and watering needs	Weekly	Ensure plants remain healthy and presentable
	Watering of plants	Water indoor plants according to plant species and environmental conditions	Weekly or as required	Avoid overwatering
	Dust removal	Clean plant leaves to remove dust and maintain plant health	Monthly	Improves appearance and plant respiration
	Fertilization	Apply suitable indoor plant fertilizer to promote growth	Monthly or as required	Use slow-release fertilizers where possible
	Pruning and trimming	Trim dead leaves and shape plants to maintain neat appearance	As required	Remove dead or damaged foliage
	Pest and disease control	Inspect and treat indoor plants for pests or diseases using approved products	Monthly inspection	Use environmentally safe treatments
	Potting soil replacement	Replace or refresh potting soil to maintain plant health	Bi-annually	Improves soil nutrient levels
	Plant replacement	Replace dead or unhealthy plants with similar species	As required	Maintain visual consistency
	Plant rotation	Rotate plants periodically to ensure even growth and light exposure	Quarterly	Prevent uneven growth
	Cleaning of pots and containers	Clean plant pots and containers to maintain hygiene and appearance	Monthly	Prevent stains and algae growth
	Litter removal	Remove litter or debris from plant containers and surrounding areas	Daily inspection	Maintain neat appearance
	Placement monitoring	Ensure plants are placed in appropriate light and environmental conditions	Continuous	Avoid excessive heat or low light areas
	Indoor plant inventory	Maintain a register of indoor plants including species and location	Annually updated	Useful for asset management
	Plant health monitoring	Monitor plant condition and growth performance	Monthly	Identify plants needing replacement
	Reporting	Maintain records of maintenance activities and plant replacements	Monthly	Submit reports to CSIR facilities management
<b>Tennis Court Management</b>	Court surface inspection	Inspect tennis court surface for cracks, damage, or uneven areas	Monthly	Prevent deterioration and player injury

	Court cleaning	Remove dust, sand, leaves and debris from court surface	Weekly or as required	Use soft brooms or blowers
	Moss and algae control	Remove moss, algae or slippery growth from court surface	Monthly inspection	Use approved cleaning agents
	Line visibility	Ensure court lines are clearly visible and properly marked	Monthly	Repaint or restore lines where necessary
	Surface washing	Clean court surface using low-pressure water or specialised equipment	Quarterly	Avoid surface damage
	Crack repair	Repair minor cracks or surface damage to prevent further deterioration	As required	Report major damage to CSIR
	Net inspection	Inspect tennis nets and posts for wear, damage or sagging	Monthly	Ensure proper tension
	Net replacement	Replace damaged nets or hardware	As required	Maintain safe playing conditions
	Fence inspection	Inspect perimeter fencing for damage or loose panels	Quarterly	Ensure court security
	Gate maintenance	Ensure access gates operate properly and remain secure	Monthly	Lubricate hinges if required
	Vegetation control	Remove weeds around court edges and fence lines	Monthly	Prevent root damage to court surface
	Drainage inspection	Inspect drainage around courts to prevent water accumulation	Quarterly	Clear blocked drains
	Lighting inspection (if installed)	Inspect tennis court lighting systems for proper operation	Quarterly	Replace faulty lamps
	Surrounding area maintenance	Maintain landscaping around courts including grass cutting and litter removal	Weekly	Maintain safe and clean environment
	Litter removal	Remove litter and debris from courts and surrounding areas	Daily inspection	Maintain neat appearance
	Usage monitoring	Monitor usage and report excessive wear or vandalism	Continuous	Helps schedule maintenance
	Maintenance reporting	Maintain records of maintenance activities and repairs	Monthly	Submit reports to CSIR facilities management
<b>Equipment Supply</b>	Provision of landscaping equipment	Contractor shall supply all tools and equipment necessary for landscaping maintenance	Continuous	Equipment must be in good working condition
	Lawn mowing equipment	Provide commercial-grade lawn mowers suitable for large lawn areas	Continuous	Includes ride-on or push mowers
	Brush cutters	Provide brush cutters for cutting veld grass, road verges and difficult terrain	Continuous	Required for servitudes and perimeter areas
	Hedge trimmers	Provide hedge trimmers for trimming shrubs and hedges	Continuous	Electric or petrol-powered equipment
	Leaf blowers	Provide hand-held or backpack blowers for clearing leaves and debris	Continuous	Used for walkways, roads and courts
	Edging equipment	Provide edging tools for maintaining neat lawn edges	Continuous	Mechanical or manual edgers
	Chainsaws	Provide chainsaws for pruning and removal of branches or trees	As required	Operators must be trained
	Woodchippers	Provide woodchipper for processing branches and producing mulch	As required	Supports composting and mulching programme
	Wheelbarrows	Provide wheelbarrows for transporting soil, compost and garden waste	Continuous	Required for landscaping operations
	Irrigation tools	Provide equipment required for irrigation system repairs and maintenance	Continuous	Includes spanners, cutters and pipe tools
	Sprayers	Provide calibrated sprayers for fertilizer and herbicide application	Continuous	Must meet safety standards
	Watering equipment	Provide hoses, watering cans or irrigation tools for plant watering	Continuous	Particularly for nursery and plant beds
	Cleaning tools	Provide brooms, rakes and sweeping equipment	Continuous	For paved areas and courts

	Transport vehicles	Provide vehicles or small utility trucks for transporting equipment and materials	Continuous	Vehicles must be roadworthy
	Storage facilities	Provide safe storage for equipment and tools on site	Continuous	Prevent theft and damage
	Personal protective equipment	Provide appropriate PPE for landscaping personnel	Continuous	Includes gloves, boots, helmets and eye protection
	Equipment maintenance	Maintain all equipment in safe working condition	Continuous	Regular servicing required
	Equipment replacement	Replace faulty or damaged equipment promptly	As required	Prevent disruption of services
	Equipment inspection	Conduct regular inspection of equipment condition	Monthly	Ensure operational readiness
	Equipment inventory	Maintain inventory register of all equipment used for the contract	Quarterly	Submit to CSIR if required
<b>Labour Supply</b>	Provision of workforce	Contractor shall provide sufficient labour to perform all landscaping maintenance activities across the campus	Continuous	Workforce size must match campus area
	Site supervisor	Provide a qualified landscaping supervisor responsible for daily coordination of activities	Continuous	Supervisor to liaise with CSIR facilities team
	Gardeners / grounds staff	Provide trained gardeners for routine landscaping activities	Continuous	Includes mowing, pruning, planting and cleaning
	Equipment operators	Provide trained personnel to operate mechanical landscaping equipment	Continuous	Includes ride-on mowers, brush cutters and blowers
	Chainsaw operators	Provide trained and certified personnel to operate chainsaws for tree pruning and removal	As required	Must comply with safety standards
	Irrigation technician	Provide personnel capable of maintaining and repairing irrigation systems	As required	Required for irrigation zones and repairs
	Nursery personnel	Provide staff responsible for managing the in-house nursery and plant propagation	Continuous	Maintain nursery operations
	Composting personnel	Provide staff to manage compost production and organic waste processing	Continuous	Supports sustainability programme
	Waste handling staff	Provide personnel responsible for collection and disposal of garden waste	Continuous	Maintain clean landscaped areas
	Equipment handlers	Provide workers trained to safely handle and transport landscaping equipment	Continuous	Prevent damage or injury
	Safety compliance	Ensure all personnel follow safe working practices when operating equipment	Continuous	Must comply with OHSA
	Personal protective equipment	Ensure all staff wear appropriate PPE during landscaping operations	Continuous	Includes gloves, boots, eye protection
	Training of personnel	Ensure staff are trained in landscaping practices, equipment operation and plant care	Annually or as required	Maintain competency
	Staff attendance	Maintain sufficient staff attendance to perform required services	Daily	Avoid service disruptions
	Staff supervision	Supervisor to monitor work quality and ensure compliance with specifications	Daily	Maintain service standards
	Labour productivity monitoring	Monitor staff performance and productivity	Monthly	Adjust staffing levels if necessary
	Staff replacement	Replace absent or unavailable staff promptly	As required	Maintain service continuity
	Labour records	Maintain records of staff assigned to the contract	Monthly	May be requested by CSIR
	Reporting	Provide monthly report on labour allocation and activities	Monthly	Submit to CSIR facilities management
	<b>Fauna Management</b>	Wildlife monitoring	Monitor presence of wildlife such as duiker, rabbits, guinea fowl and other fauna within the campus	Weekly inspection

	Water provision for wildlife	Maintain water points in natural areas to support wildlife during dry periods	Weekly inspection during dry seasons	Particularly important during winter months
	Supplemental feeding (winter months)	Provide limited supplementary feed for wildlife during periods of food scarcity (supplied by the CSIR)	As required during winter	Feed must be appropriate and not disrupt natural behaviour
	Habitat protection	Protect natural habitat areas where wildlife commonly resides	Continuous	Avoid disturbance during maintenance activities
	Vegetation management for fauna	Maintain natural vegetation areas that provide shelter and grazing for wildlife	Continuous	Avoid excessive clearing
	Monitoring of animal health	Observe wildlife for signs of injury or illness	Weekly	Report abnormal behaviour
	Removal of deceased animals	Remove dead animals found on campus grounds in a safe and hygienic manner	As required	Dispose according to environmental regulations
	Safe disposal of carcasses	Dispose of animal carcasses at designated facilities or through approved waste disposal methods	As required	Prevent health hazards
	Pest population monitoring	Monitor populations of rabbits and other animals that may become excessive	Quarterly	Prevent ecological imbalance
	Humane wildlife control	Implement humane control measures where wildlife populations become problematic	As required	In consultation with CSIR
	Protection of wildlife	Ensure landscaping activities do not harm wildlife	Continuous	Avoid use of harmful chemicals near habitats
	Nest protection	Identify and avoid disturbing bird nesting areas	Seasonal	Particularly during breeding periods
	Wildlife incident reporting	Report wildlife incidents such as injured animals or unusual wildlife activity	As required	Inform CSIR facilities management
	Environmental compliance	Ensure wildlife management complies with environmental and conservation legislation	Continuous	Including biodiversity regulations
	Wildlife management reporting	Maintain records of wildlife observations, incidents and interventions	Quarterly	Submit reports to CSIR
<b>Entabeni Lodge Maintenance</b>	<b>Slope/Erosion Areas</b> - Erosion Control & Slope Stabilisation	For soil binding and prevention of rill/gully formation on sloped terrain	Highest priority – ongoing & adaptive	Indigenous, drought-resilient, deep taproot / dense fibrous-rooted species: Wild Iris ( <i>Diets grandiflora</i> & <i>D. bicolor</i> ): Tough, water-wise, and fast-growing, ideal for anchoring soil on large slopes. Wild Garlic ( <i>Tulbaghia violacea</i> ): Low-maintenance, tough plants that work well in clumps. Mondo Grass ( <i>Ophiopogon japonicus</i> ): Ideal for holding soil, especially in shaded areas of the slope (contour hedgerows), <i>Portulacaria afra</i> (spekboom), <i>Aloe ferox</i> , <i>Searsia lancea</i>
	Regular Inspections	Weekly post-rainfall visual checks for rill initiation, gully head cutting, soil piping, root exposure, surface crusting	Weekly (post-rain) and immediate remedial action	Documentation for CSIR reporting
	Control Irrigation	Sensor-controlled drip/micro-spray systems calibrated to evapotranspiration & soil moisture thresholds to eliminate over-saturation (primary erosion trigger)	Ongoing / automated	Avoid sprinkler-induced surface sealing; low-volume, targeted application

	<b>House Bedding</b> - Flower Beds	Ornamental beds around 13 houses: deadheading, pinching, weeding, succession replanting of voids (>20% bare), no bare soil exposure	Bi-weekly care and as-needed replanting	Erosion-resistant, mat-forming perennials/groundcovers: Gazania rigens, Aptenia cordifolia, clumping Agapanthus praecox and organic mulch (5–8 cm)
	<b>Braai Areas</b> -Braai stand (14 zones)	Post-guest-use cleaning: remove ash, charcoal residue, food debris, litter, senesced foliage to prevent fire hazards & runoff channelling	After every use (or daily check)	Surround with heat-tolerant, mat-forming groundcovers: Portulaca grandiflora, Aptenia cordifolia, Carpobrotus spp.
	<b>Patios &amp; Pathways</b> -Patios & Hard Surfaces	Daily sweeping for detritus, dust, litter; monthly high-pressure water cleaning for embedded dirt, algae, mildew, stains (controlled to avoid erosive runoff)	Daily sweep and monthly pressure wash	Maintain pristine guest presentation without surface damage or erosion risk
	<b>Firebreak- Between Fence and Houses</b> -Firebreak & Vegetated Buffers (Fencing-to-House Rear)	Maintain as fire-resistant vegetated buffers with low-flammability, high-moisture-content species; serve dual erosion & wildfire mitigation role	Ongoing and annual fuel reduction	Fire-resistant indigenous species: Aloe ferox, Portulacaria afra (spekboom), Searsia lancea, Carpobrotus spp.; mow to 10–15 cm; annual deadwood/ladder-fuel removal

### 3.5. EQUIPMENT

- 3.5.1.** The service provider will be expected to provide all equipment required for the rendering of the landscaping service without interruption, including those to be used for ad-hoc services. An inventory list must be submitted for all equipment.
- 3.5.2.** The costs for provision and maintenance of equipment, tools and gardening services machinery shall be borne by the service provider.
- 3.5.3.** The CSIR will avail storage premises for the above equipment.
- 3.5.4.** The service provider will be required to provide tools or equipment for performance of Ad Hoc services.
- 3.5.5.** The service provider shall provide free of charge to their workers for the necessary Personal Protective Equipment for the performance of the contract.
- 3.5.6.** The service provider shall ensure compliance of their vehicles / equipment with relevant legislation/s for the duration of the contract. This vehicles/ equipment shall be operated by licenced and competent operators.

### 3.6. CSIR OPERATIONS

The CSIR operates on an 8-hour shift routine from Monday to Friday for the majority of its operations. The landscaping services times should commence from **06h00 – 15h00** for the team.

Weekend work will be required at times for noisy or work which cannot be done during normal working hours without interrupting other on-site operations.

### **3.7. SUPPLIER 'S OBLIGATIONS**

#### **3.7.1. Safety, Health and Environment (SHE) requirements**

The service provider shall comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure M, Site SHE file content.

The service provider shall ensure that personnel to be assigned for this contract are adequately trained on material and equipment safety in respect of their duties. Refresher and outlined training and development programmes should be held on a continuous basis and proof of participation provided to the CSIR.

The service provider shall provide their staff with Personal Protective Equipment (PPE) in a form of uniform, headgears (goggles, visors, masks); safety shoes, gloves, etc for efficient performance of their duties.

All safety equipment, PPE, Chemicals etc. shall be approved according to the legislated industry standards such as SABS.

#### **3.7.2. Security and Identification**

The CSIR will issue the service providers' personnel with personal identification cards provided the service provider can provide proof that the assigned personnel are under their employ. The costs for the CSIR identification cards will be carried by the service provider.

It is the responsibility of the service provider to ensure that proper identification of their staff in their company's uniform is provided.

The successful bidder will be required to conduct background checks and proper security screening of the personnel to be assigned for this contract, then provide evidence of such reports to the CSIR.

The service providers' personnel will be required to at all times wear their uniforms to be supplied by the service provider, at their cost, bearing the name and logo of the service provider.

**3.7.3. Emergency Landscaping Response**

Contractor shall respond to the following within 4 hours response time:

- a) Fallen trees
- b) Fauna
- c) Storm damage
- d) Blocked drains due to vegetation
- e) Obstructed roads

**3.7.4. Medical Fitness**

The Contractor shall ensure that all the workers are certified medically fit by a registered Occupational Health Nursing Practitioner. The service providers personnel must be covered for health insurance purposes, and such cover will be at the service provider's cost.

**3.7.5. Professional Registration**

The service provider will be required to provide valid proof of registration with the South African Landscapers Institute (SALI) and submit such proof with the bid. And maintain SALI registration throughout the term of the contract and with other relevant industry bodies.

**3.7.6. First Aid**

The service provider shall be responsible for the provision and replenishing of first aid boxes, which shall be under the control of a trained first aid provider. In cases of emergency, the supervisor on site shall refer the incident to the on-site clinic to assess the situation or assistance.

**3.7.7. Fair Labour Practice**

The service provider is expected to comply with all Department of Employment and Labour legislation, Codes of Conduct and Fair Labour Practices.

**3.7.8. Insurance**

The service provider is required to have Public Liability Insurance to the value of R10 million and/ or above for vicarious liability. Proof to be submitted with Bid. The supplier shall be liable for all costs implications in result of damages caused by their employees.

**3.7.9. Relief Staff**

- a) The service provider will provide relief-staff, in the event of labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave provided that CSIR's

Contract Manager and/or Supervisor: Estate Management is given reasonable notice and details of this.

- b) The service provider will bear all costs related to the provision of relief staff.

### **3.7.10. Contract Management**

- c) The Site Contract Manager will be based at Pretoria Scientia campus as point of contact with the CSIR Contract Manager / Estates Supervisor for all service requests and ensuring compliance with service level agreement;
- d) Prepare and submit a consolidated monthly landscaping and gardening maintenance schedule with performance measurement scorecard for Scientia campus, ICC, Entabeni, Paardefontein and Kloppersbos.
- e) Prepare and submit a consolidated monthly landscaping and gardening maintenance report against the set performance measurement scorecard for Scientia campus, ICC, Entabeni, Paardefontein and Kloppersbos.
- f) Attend to monthly and quarterly contract performance review meetings, ensure remedial actions are implemented and improved contractor performance. The contractor's managing director and/or chief executive officer shall attend all quarterly contract performance review meetings.

## **3.8. PERFORMANCE MANAGEMENT**

### **3.8.1. Supervision**

The service provider will:

- a) At all times during the rendering of the contracted services ensure strict and effective supervision of the work and of its employees.
- b) At all times respond to the reasonable instructions or requests of the CSIR Contract Manager or Supervisor: Estate Management.
- c) Furnish CSIR Contract Manager with a monthly landscaping maintenance schedules / plans, detailing the manner in which all areas on the CSIR Pretoria sites needing the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.
- d) Furnish CSIR Contract Manager with a monthly report stating services delivered as well as progress made in implementation of the plan/schedule furnished to CSIR.
- e) Furnish CSIR with plans to deliver on undelivered services and reasons for omitted services as part of the monthly report. Plans to prevent reoccurrences will also be part of the report.

**3.8.2. Control of Works**

- a) The service provider shall be responsible to provide records for services rendered, consumables used, equipment and any applications it may deem necessary for the execution of the service. This shall form part of the monthly reporting.
- b) The expected response time, upon request for services will be forty-eight (48) hours.

**3.8.3. Service Level Agreement and Penalties**

- a) The service provider will sign a Service Level Agreement with the CSIR to ensure scope of work is achieved and continually monitor the quality of the landscaping and gardening service rendered through a performance measurement scorecard.
- b) Penalties will be imposed on poor performance.
- c) Poor contractor performance, if not resolved timeously within stipulated time frames and to the satisfaction of CSIR management, could result in termination of the contract.

**3.8.4. Complaints Register**

- a) complaint register, in which complaints in respect of the service have been recorded, will be made available at an agreed point or points per building.
- b) The supervisor will be required to check the entries in the book(s) on a daily basis to ascertain what complaints have been made and to ensure that these receive attention within 24 hours at the most. Complaints will need to be resolved within 48 hours, will be registered in writing with the Contract Manager.
- c) (c.) All complaints shall be included in the monthly performance report and performance measurement scorecard indicating the nature of the complaint and remedial actions implemented.
- d) The supplier shall be liable for all costs implications in result of damages caused by their employees.

**Annexure C**

**Technical Evaluation Matrix/Rubrics**

**For the Provision of landscaping services to the CSIR Pretoria sites for a period 5 years.**

**CSIR RFP No. 3726/24/04/2026**

**scoring sheet to be used to evaluate functionality**

Scoring sheet to be used to evaluate functionality: Criteria 1 - Applicant's Expertise and Resources				
Sub Criteria	Deliverables / Proof required	Scoring Criteria		Weight %
<b>1. Company Experience</b> <b>1.1. References</b>	The bidder must submit reference letters for Company experience similar to RFP scope of work - Performance of past contracts and current contracts: <ul style="list-style-type: none"> <li>The refence letters submitted must be for current or completed services rendered similar scope of work.</li> <li>The bidder must submit a minimum of three (3) contactable reference letters from different clients (companies, organisations etc.) for rendering similar landscaping services between 2018 to date.</li> <li>Submitted reference letters MUST have at least one current reference for site visit verification purposes as per the RFP objective criteria</li> </ul> NB: Reference letters should be contactable <ul style="list-style-type: none"> <li>All work done (reference letters) should be from the client who received the service All work done (reference letters / completion certificates) should be from the client who received the service</li> <li>The site details and contact numbers must be provided as requested according to table 2.1.1</li> </ul> NB: The references will be verified, and due diligence will be done as per the objective criteria	Less than 3 completed reference letters submitted with at least one current or ongoing reference letter similar to RFP scope of work submitted	0 Points	<b>20%</b>
		3 - 5 completed reference letters submitted with at least one current or ongoing reference letters similar to RFP scope of work submitted	5 Points	
		6 - 8 completed reference letters submitted with at least one current or ongoing reference letters similar to RFP scope of work submitted	7 Points	
		>8 completed reference letters submitted with at least one current or ongoing reference letters similar to RFP scope of work submitted	10 Points	
<b>2. Contract Manager's Experience</b>	Bidder must submit a detailed CV of the Contract Manager to be assigned to the CSIR, which must have a minimum of 5 years' experience in landscaping services <ul style="list-style-type: none"> <li>CV must indicate detailed information regarding the contract manager's work experience.</li> <li>The experience indicated must be relevant to the RFP scope of work</li> </ul>	The contract manager has less than 5 years' relevant work experience (experience similar to RFP scope of work)	0 Points	<b>20%</b>
		The contract manager has 5 years' but less 7 years' relevant work experience (experience similar to RFP scope of work)	5 Points	
		The contract manager has 7 years' but less 10 years' relevant work experience (experience similar to RFP scope of work)	7 Points	
		The contract manager has more than 10 years' relevant work experience (experience similar to RFP scope of work)	10 Points	
<b>3.SHE Policy Statement, SHE Plan and SHE Risk Register</b>	The Bidder must submit the following: 3.1 Bidder/ Company SHE Policy statement 3.2 SHE plan taking into consideration the impact of the landscaping activities on humans, climate, animals and flora within CSIR Pretoria sites as guided by the SHEQ File Content.. 3.3 SHE Risk Register for planned activities at the CSIR sites.	Non-submission of the SHE policy statement, SHE Plan and Proposed SHE Risk Register	0 Points	<b>10%</b>
		SHE policy statement, SHE Plan and proposed SHE Risk Register submitted and generic to suit the key aspects of the RFP.	5 Points	
		SHE policy statement, SHE Plan and SHE Risk Register submitted and tailored made to suit the key aspects of the RFP	7 Points	
		SHE policy statement, SHE Plan and SHE Risk Register are tailored made to suit the key aspects of the RFP and provided Certification to ISO standards (e.g. ISO 14001, and 45001) SHE Performance Report demonstrates innovative approach in identifying hazards, responding to and managing SHE incidents.	10 Points	
<b>4. Methodology and Approach</b> <b>4.1 Method Statement</b>	<u>Method Statement</u> The bidder must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in the RFP SOW:  The Statement should cover at least the following: Resources to be included. Proposed resources must be supported by method statement  4.1.1 The bidder must have capacity and capability to carry out the contract per CSIR sites-	Non-submission of method statement.	0 Points	<b>30%</b>
		Method statement is limited covering at least two (2) or less CSIR sites as per Scope of Work.	5 Points	
		<b>Detailed Method statement is covering all CSIR sites and supported by an organogram., The Service Provider(s) has clearly indicated their capability and capacity to perform the landscaping services, including vehicles, equipment, chemicals and to carry out the contract and suited to the CSIR needs.</b>	<b>7 Points</b>	

	<p>4.1.2 Resource plan including machines, equipment, personnel to be assigned to the contract (Groundsmen, Supervisors etc.).</p> <p>4.1.3 List of SABS approved herbicides and pesticides demonstrating environmentally friendly products and practices (bidder must submit SDS for the products)</p> <p>4.1.4 Demonstration of risk-based standard operating procedures to be implemented.</p> <p>4.1.5 System for tracking and resolving of complaints from clients as well as compliments</p>	<p>In addition to the organogram, capacity, capability and covering all CSIR sites, detailed Method statement is innovative demonstrating the use of renewal energy equipment and waterwise practices resulting in cost savings and operational efficiencies for the CSIR.</p>	<p><b>10 Points</b></p>				
<p><b>4.2 Project Implementation Plan</b></p>	<p>The bidder must submit a detailed project implementation plan outlining how the contract will be executed. The plan must include a clear timeline covering activities prior to contract commencement and after contract award: The implementation plan should cover at least the following:</p> <p>4.2.1 Recruitment</p> <p>4.2.2 Staff Training</p> <p>4.2.3 Procurement or leasing of equipment</p> <p>4.2.4 Procurement of chemicals</p> <p>4.2.5 Medical and Security Screening</p> <p>4.2.6 Deployment of equipment at CSIR sites</p>	<p>Non-submission of Project implementation Plan</p>	<p><b>0 Points</b></p>	<p><b>10%</b></p>			
<p>The submitted project implementation Plan is covering at least 2 CSIR sites and implementable in 6 weeks before the commencement of the contract.</p>	<p><b>5 Points</b></p>	<p>The submitted project implementation Plan is covering all CSIR sites. This includes the recruitment, training, screening of staff and procurement of equipment and chemicals with at least 5 weeks deployment before the commencement of the contract.</p>	<p><b>7 Points</b></p>				
<p>The submitted project implementation Plan is proactive and innovative covering all CSIR sites including the contingency plans for relief staff, turnaround times on replacement of malfunctioning equipment, <b>digital landscaping maintenance inspection applications for performance monitoring</b> and implementable within 4 weeks before commencement of the contract.</p>	<p><b>10 Points</b></p>	<p><b>5. Staff Welfare/ Employee Value Proposition</b></p> <p>The Bidder demonstrates a comprehensive employee welfare programme in compliance with the Department of Employment and Labour legislation, regulations and code of conduct, covering at least the following:</p> <p>5.1 Employment contract including a pay slip with pay date and annual leave days.</p> <p>5.2 Annual training and development plan including a refresher training and bursary to qualifying staff.</p> <p>5.3 Employee assistance programme including medical support and psychological trauma counselling</p> <p>5.4 Employee recognition and rewards programme including employee of the month and teams/ employee of the year with monetary and non-monetary rewards.</p>			<p>No submission of staff welfare programme.</p>	<p><b>0 Points</b></p>	<p><b>10%</b></p>
<p>Staff welfare programme is limited covering employment contract and annual training and development plan.</p>	<p><b>5 Points</b></p>	<p>Staff welfare programme is covering employment contract; annual training and development plan; and employee recognition and rewards programme.</p>	<p><b>7 Points</b></p>				
<p>Staff welfare programme is covering employment contract; annual training and development plan; employee recognition and rewards programme; and employee assistance programme.</p>	<p><b>10 Points</b></p>	<p><b>Grand Total</b></p>	<p><b>100%</b></p>				

**Annexure D**

**Pricing Schedule- FIRM PRICES**

**For the Provision of landscaping services to the CSIR Pretoria sites for a period 5 years.**

**CSIR RFP No. 3726/24/04/2026**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

**PART 1: CSIR GARDENS AND GROUNDS MAINTENANCE STAFF GUIDELINE**

CSIR Pretoria Scientia Campus								
Buildings/Work Area	Quantity of Groundmen	Unit Price Monthly (VAT excluded)	Year 1 Price (VAT excluded)	Year 2 Price (VAT excluded)	Year 3 Price (VAT excluded)	Year 4 Price (VAT excluded)	Year 5 Price (VAT excluded)	Total Price (VAT excluded)
1 (North Gate and Reception)	1							
2 and 48	1							
3	1							
4, 5 and 7	1							
6, 8, 9 and 10	1							
11, 12 and 13	1							
14's	1							
15, 16 and 17	1							
18, 20 and 21	1							
19 and 50	1							
22, 23 and 33	1							
24, 25 and 26 (East Gate and Reception)	1							
27, 28, 29, 30, 31, 32 and 49	1							
34, 35, 36 and 37	1							
41, 42 and 43	1							
44, 45 and 46	1							
South Gate, 38 and towards the Meiring Road Traffic Lights	1							
Recreation area and soccer field	1							
Squash court and Tennis courts	1							
Entabeni Lodge	2							
International Convention Centre (ICC)	1							
Plant Nursery	1							
Compost yard	1							
Site Contract manager	1							
Supervisor (South & North Campus)	2							
<b>Sub-total</b>	<b>26</b>							
<b>North of Pretoria CSIR Sites</b>								

Paardefontein (Must have the following certificates: Chainsaw, brush cutter, Chemicals)	1							
Kloppersbos (Must have the following certificates: Chainsaw, brush cutter, Chemicals)	1							
Weekly Roving team at Paardefontein for general landscaping maintenance duties (for a week)	Team of 5							
Bi-monthly Roving team at Kloppersbos for general landscaping maintenance duties	Team of 5							
<b>Sub-total</b>	2							
<b>Total Groundsmen for CSIR RFP No. 3726/24/04/2026</b>	<b>28 Groundsmen plus 2 roving teams for Pretoria north</b>							
<b>Grand total (total bid price) for 5 years Vat. Exclusive</b>								
<b>15% Vat</b>								
<b>Grand total (total bid price) for 5 years – Vat. inclusive</b>								
<b>All prices must include annual escalation for the 5 year period.</b>								

**PART 2: Rates Pricing Schedule: CSIR PRETORIA SCIENTIA CAMPUS EQUIPMENT AND MACHINERY OPERATORS' GUIDELINE**

Type of Machine / Equipment	Quantity of Operators	Monthly Rate (VAT excl)	Year 1 Rate (VAT excl)	Year 2 Rate (VAT excl)	Year 3 Rate (VAT excl)	Year 4 Rate (VAT excl)	Year 5 Rate (VAT excl)
Tractor and Slasher Driver/ Operator	1						
Ride-Ons Operator	3						
Brush cutters	5						
Certified Herbicide and Pest Control Operators	2						
Battery Operated Blowers Operators	3						
Indoor Plants Specialist	1						
Chainsaw and Pole Pruner/Operator (with valid certificate in chainsaw pole pruner)	1						
Irrigation Assistants (South & North campus) with valid certificates in basic plumbing	4						
Driver and Assistant with valid driver's licenses and Licensed Utility Bakkie and Trailer or Truck	2						
<b>Sub-total</b>	<b>22</b>						
Total for Pretoria campus	48						
Total for Paardefontein and Kloppersbos	2						
<b>GRAND TOTAL LABOUR FORCE</b>	<b>50</b>						

All prices must include annual escalation for the 5 year period.

**NB: After attending CSIR site inspections, Bidders are permitted to use a different methodology guiding the resources deployment plan and provide reasons justifying the numbers.**

## Annexure E

### Proposal Form and List of Returnable Documents

For the Provision of landscaping services to the CSIR Pretoria sites for a period of 5 years

CSIR RFP No. 3726/24/04/2026

I/We \_\_\_\_\_ [name of entity, company, close corporation or partnership] of  
[full address] \_\_\_\_\_ carrying on business  
trading/operating in \_\_\_\_\_  
represented by \_\_\_\_\_ in my capacity  
as \_\_\_\_\_  
being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate  
of Partners, dated \_\_\_\_\_ to enter into, sign execute and complete any documents  
relating to this proposal and any subsequent Agreement. The following list of persons are hereby  
authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into  
Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in writing of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

### **ADDRESS FOR NOTICES**

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

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Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

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**NOTIFICATION OF AWARD OF RFP**

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

**VALIDITY PERIOD**

CSIR requires a validity period of 90 [Ninety calendar Days from closing date] against this RFP.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

**NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)**

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFP is submitted.

1. Registration number of company / C.C. \_\_\_\_\_
2. Registered name of company / C.C. \_\_\_\_\_
3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

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## RETURNABLE DOCUMENTS

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below.

### a) **Mandatory Returnable Documents**

**Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.**

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Bidder must submit a valid Letter of Good Standing from compensation fund or any other private insurer relevant to the RFP scope of work or nature of business (Must be registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the COID Act, No 130 of 1993)	
Bidder must submit a formal qualification. SAQA registered qualification in Horticulture or related field (in the natural sciences) – NFQ level 6 or higher for the contract manager.	
Bidder must submit valid SALI certificate or equivalent	
Bidder must submit a valid Gauteng waste transportation registration certificate	
In the case of Joint Ventures, bidder must submit a copy of the <b>signed</b> Joint Venture Agreement.	
In the case of subcontracting arrangements, bidder must submit a copy of the <b>signed</b> subcontracting agreement.	
Bidder must submit public liability Insurance with a minimum of R10 000 000.00 per event, the number of events being unlimited	

### b) **Essential Returnable Documents**

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

**Essential Returnable Documents required for evaluation purposes:**

**Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification.**

However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED
<b>Annexure C:</b> Fully completed Pricing Schedule	
<p><b>Annexure H:</b> Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points)</p> <ul style="list-style-type: none"> <li>• Valid copy of BBBEE certificate/ sworn affidavit               <ul style="list-style-type: none"> <li>✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>.</li> <li>✓ In case of sub-contracting both parties must submit copies of their valid BBBEE certificates.</li> </ul> </li> </ul> <p>NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u>, the joint venture scorecard will also be invalid.</p>	
Company Experience	
Contract Manager Experience	
SHE Policy Statement, Plan and Risk Register	
Methodology and Approach	
Staff Welfare	

**Other Essential Returnable Documents:**

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

OTHER ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
<b>Annexure A:</b> Standard Bidding Document (SBD) 1 Form	
<b>Annexure E:</b> Proposal Form and List of Returnable documents ( <i>This document</i> )	

<b>Annexure G:</b> Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
<b>Annexure J:</b> Standard Bidding Document (SBD) 4 Form	
<b>Annexure K:</b> RFP Declaration and Breach of Law Form	
<b>Annexure L:</b> Mutual Non-Disclosure Agreement	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SIGNATURE OF WITNESSES AND NAME OF WITNESSES**

1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

**SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:**

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Annexure F

### Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

**For the Provision of landscaping services to the CSIR Pretoria sites for a period 5 years.**

**RFP No.**

**By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:**

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

Request for Proposal

CSIR RFP No. 3726/24/04/2026

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1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

## Annexure G

### Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

**For the Provision of landscaping services to the CSIR Pretoria sites for a period  
5 years.  
RFP No.**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to this bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included), The lowest acceptable tender will be used to determine the applicable preference point system.

1.2 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference Points based on specific goals.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

**2. POINTS AWARDED FOR PRICE**

**2.1 The 80/20 preference points systems**

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

**80/20**

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

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = Price of lowest acceptable bid

**3. PREFERENCE POINTS AWARDED**

- 3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

- 3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Reconstruction and Development Programme (RDP) Goals <sup>1</sup> - the promotion of QSE/EME	20
<b>Total</b>	<b>20</b>

- 3.3 Total preference points per specific goal to be determined per tender.

- 3.3.1. Total preference points per specific goal to be awarded as follows:

<sup>1</sup> RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs, c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered, h. The promotion of enterprises located in rural areas, i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

3.3.1.1. Preferential points for RPD Goals will be awarded as follows:

RDP Goals	% of Preferential points
RDP Goals met	100%
RDP Goals not met	0%

### 3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture<sup>2</sup> will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. Only valid consolidated BBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

### 3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender documents that such a bidder intends sub- contracting more than 25% of the value of the contract to any other

---

<sup>2</sup> 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.

enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**4. BID DECLARATION**

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes	No
Valid copy of BBBEE certificate/ sworn affidavit to claim (EMEs and QSEs) preference points <sup>3</sup>	√	√

**DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we 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 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been

<sup>3</sup> In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.

In case of sub-contracting both parties must submit copies of their valid BBBEE certificates

fulfilled, the CSIR may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it must—
- (a) inform the bidder accordingly; and
  - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
- (a) disqualify the bidder or terminate the contract in whole or in part; and
  - (b) if applicable, claim damages from the bidder.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS.....

## Annexure H

### Standard Bidding Document (SBD) 4

CSIR RFP No. 3726/24/04/2026

#### BIDDER'S DISCLOSURE

##### 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 interest<sup>4</sup> 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

<sup>4</sup> 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 consortium<sup>5</sup> 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

<sup>5</sup> 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.

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.

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

## Annexure I

### DECLARATION BY BIDDER AND BREACH OF LAW FORM

For the Provision of landscaping services to the CSIR Pretoria sites for a period  
5 years.

CSIR RFP No. 3726/24/04/2026

NAME OF ENTITY: \_\_\_\_\_

We \_\_\_\_\_ do hereby certify  
that:

- 1.1 CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
- 1.2 we have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
- 1.3 we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
- 1.4 at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
- 1.5 we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
- 1.6 furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.

- 1.7 In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
- 1.8 If such a relationship as indicated in paragraph 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/ PARTNER/SHAREHOLDER: ADDRESS:

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Indicate nature of relationship with CSIR:

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**[Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]**

- 1.9 We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
- 1.10 We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
- 1.11 We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

**BREACH OF LAW**

- 1.12 We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

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DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC

# Annexure J Mutual Non-Disclosure Agreement

CSIR RFP No. 3726/24/04/2026

## MUTUAL NON-DISCLOSURE AGREEMENT

### 1. Preamble

The Parties as identified herein are engaged in discussions relating to their potential collaboration in the Field as likewise described therein; are by virtue thereof are required to disclose Confidential Information to one another, and have agreed to do so subject to the terms and conditions as set out in this agreement.

### 2. Definitions

- 2.1. The following words and/or phrases, when used in this agreement, shall have the following meanings:
- 2.1.1. "Confidential Information" shall mean all scientific, technical, business, financial, past, present or future research, development, business activities, products, services and technical knowledge or marketing information, whether inside or outside the Field, which one party (the "Disclosing Party") discloses to the other party (the "Receiving Party") in connection with the discussions, and either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the Receiving Party that it constitutes Confidential Information. (Without limiting the generality of the foregoing, "Confidential Information" shall include any information that falls within the definition of 'Personal Information')
- 2.1.2. "Disclosing Party" shall mean the Party disclosing Confidential Information under this agreement;
- 2.1.3. "Disclosing Purpose" shall mean, as pertains to any particular joint opportunity(ies) in the Field, the discussions held or to be held between the Parties regarding their possible collaboration and future working relationship with regards to any such opportunity(ies);
- 2.1.4. "Effective Date" shall mean the date of the commencement of this agreement which would be a bid award date";
- 2.1.5. "Notice" shall mean a written document addressed by one Party to the other and either delivered by hand; sent per registered post or telefaxed to the addresses as indicated herein";
- 2.1.6. "Personal Information" means any information that falls within the definition of 'Personal Information' as defined in the Protection of Personal Information Act, No 4 of 2013 ("POPI");
- 2.1.7. "Receiving Party" shall mean the Party receiving Confidential Information under this agreement;
- "Responsible Party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information, as defined in POPI.

### 3. Obligation of Confidentiality

- 3.1. The Receiving Party undertakes and agrees:

- 3.1.1. to use the Disclosing Party's Confidential Information only to give effect to the Disclosing Purpose;
- 3.1.2. to hold in strict confidence and not to publish or disclose to any unauthorised third parties any of the Confidential Information of the Disclosing Party without the prior written consent of the Disclosing Party;
- 3.1.3. to use the same degree of care (and in any event not less than reasonable care) to safeguard the confidentiality of the Disclosing Party's Confidential Information that it uses to protect its own information of like kind;
- 3.1.4. to limit any disclosure of such Confidential Information only to those of its employees and professional advisors who have a specific need -to- know to access such Confidential Information and either entered into a written agreement which impose, or are otherwise bound by the same restrictions as those imposed upon it by virtue of this agreement;
- 3.1.5. not to disclose or reveal to any third party, whomsoever, either the fact that discussions or negotiations are taking, or have taken, place between the Parties; the content of any such discussions, or other facts relating to the Disclosing Purpose;
- 3.1.6. on termination of this agreement, to act with the Disclosing Party's Confidential Information in accordance with a Notice delivered to it by the Disclosing Party, and if no such Notice is delivered to the Recipient, to destroy the Disclosing Party's Confidential Information in a similar manner to which it would destroy its own Confidential Information.

### 4. Protection of Personal Information

- 4.1. The Party(ies) undertake(s) to:-
- 4.1.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
- 4.1.2. treat all Personal Information strictly as defined within the parameters of POPI;
- 4.1.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, any lawful and reasonable written instructions received from the applicable Responsible Party and as permitted by law;
- 4.1.4. process Personal Information in compliance with the requirements of all applicable laws;
- 4.1.5. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
- 4.1.6. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions

- of POPI regarding transborder information flows; and
- 4.1.7. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of this Agreement or in fulfilment of any other lawful requirement.
  - 4.2. The Party(ies) undertake(s) to ensure that all reasonable measures are taken to:
    - 4.2.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
    - 4.2.2. establish and maintain appropriate security safeguards against the identified risks;
    - 4.2.3. regularly verify that the security safeguards are effectively implemented;
    - 4.2.4. ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
    - 4.2.5. provide immediate notification to the Responsible Party if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Responsible Party where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
    - 4.2.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Responsible Party with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
    - 4.2.7. provide immediate notification to the Responsible Party where either party has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
    - 4.2.8. provide the Responsible Party, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose in terms of this Agreement and any applicable law; and
    - 4.2.9. notify the CSIR, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the CSIR.
  - 4.3. The CSIR reserves the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the contracting Party to ensure compliance with the provisions of clause 4.
  - 4.4. The provisions of clause 4 shall survive the termination of this Agreement, regardless of cause, in perpetuity.

## **5. Exclusions**

- 5.1. The Receiving Party recognises that this agreement is not intended to restrict use or disclosure of any portion of the Disclosing Party's Confidential Information which:
  - 5.1.1. is as at the Effective Date, or later, made known to the public or otherwise enters the public domain through no default by the Receiving Party of its obligations under this Agreement;
  - 5.1.2. it can show was in its possession prior to the earliest disclosure by the Disclosing Party, as evidenced by written documents in its files;

- 5.1.3. is rightfully received by it from a third party having no obligation of confidentiality to the Disclosing Party;
- 5.1.4. is independently developed by the Receiving Party by a person(s) who did not have access to the Confidential Information of the Disclosing Party;
- 5.1.5. is disclosed by the Receiving Party after receipt of written permission from the Disclosing Party; or
- 5.1.6. it is requested or required by subpoena, court order, or similar process to disclose, provided that, in such an event, it will provide the Disclosing Party with prompt written notice of such request(s) so that the latter may seek an appropriate protective order and/or waive the Receiving Party's compliance with the provisions of this agreement.

## **6. Ownership and Provision of Information**

- 6.1. The Disclosing Party shall retain ownership of all its Confidential Information as disclosed hereunder.
- 6.2. Nothing contained in this agreement or in any disclosures made hereunder shall create or imply, or be construed as to grant to the Receiving Party any license or other rights in or to the Confidential Information and/or any intellectual property rights attached thereto, or act as a waiver of any rights that the Disclosing Party may have to prevent infringement or misappropriation of any patents, patent applications, trademarks, copyright, trade secrets, know-how or other intellectual property rights owned or controlled by the Disclosing Party as at the Effective Date.
- 6.3. The Disclosing Party provides the Confidential Information "as is" and accordingly no disclosure thereof by it hereunder shall constitute any representation, warranty, assurance, guarantee or inducement by such Disclosing Party with respect to infringement of patents or other rights of third parties, nor is any warranty or representation as to the accuracy, completeness, or technical or scientific quality of any of the Disclosing Party's Confidential Information provided hereunder. (For the avoidance of doubt it is stated expressly that the Disclosing Party neither makes, nor have made, any representation or warranty as to the merchantability or fitness for a particular purpose of any Confidential Information disclosed hereunder).

## **7. Term of Obligation**

- 7.1. The Parties' obligations concerning non-disclosure of Confidential Information contained in the above clauses shall commence on the Effective Date and shall continue for five (5) years from the date of each disclosure, unless otherwise agreed between the parties in writing, where after such obligations shall forthwith terminate.

## **8. No Violation**

- 8.1. Each party represents that its compliance with the provisions of this agreement will not violate any duty which such party may have towards any third party, including obligations concerning the provision of services to others,

confidentiality of information and assignment of inventions, ideas, patents or copyright.

#### **9. Breach**

9.1. It is acknowledged that the breach of this agreement by the Receiving Party would cause the Disclosing Party irreparable injury not compensable in monetary damages alone. Accordingly, in the event of a breach, or a threat of a breach, the Disclosing Party, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this agreement or prevent, cure or reduce the adverse effects of the breach.

#### **10. DOMICILIUM CITANDI ET EXECUTANDI**

10.1. The Parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of, and in connection with this agreement, the physical addresses and contact details stated herein.

#### **11. Notices**

11.1 Any Notice to be given hereunder shall be given in writing and may be given either personally or may be sent by post or facsimile and addressed to the relevant party at its *domicilium citandi et executandi* address as chosen herein. Any notice given by post shall be deemed to have been served on the expiry of 7 (seven) working days after same is posted by recorded delivery post or air mail. Any notice delivered personally or sent by facsimile shall be deemed to have been served at the time of delivery or sending.

#### **12. Governing Law and Jurisdiction**

12.1. This agreement will be governed and construed by the laws of the Republic of South Africa and the Parties hereby submit to the exclusive jurisdiction of the South African courts to hear any dispute arising therefrom which the Parties are unable to settle amicably.

#### **13. General**

13.1. This agreement comprises the entire agreement between the parties concerning the subject matter and supersedes all prior oral and written agreements between them.

13.2. No waiver, alteration or cancellation of any of the provisions of the Agreement shall be binding unless made in writing and signed by the party to be bound.

13.3. The parties hereby warrant that the officials signing this agreement have the power to do so on behalf of the parties.

13.4. No public announcement, such as a media release, or disclosure beyond those disclosures authorised for Confidential Information hereunder may be made by either party concerning this agreement without the prior written approval of the other party.

13.5. Neither party is, by virtue of this agreement, authorised to use the name, logo(s) or trademarks of the other in connection with any advertising, publicity, marketing or promotional materials or activities, or for any other purpose whatsoever, without the prior written consent of the other party. For purposes of this clause, it is also recognised that, under the provisions of section 15 (1) of the Merchandise Marks Act, Act No 17 of 1941 of the

Republic of South Africa, the use of the abbreviation of the name of the Council for Scientific and Industrial Research, "WNNR" and CSIR, is prohibited in connection with any trade, business, profession or occupation or in connection with a trade mark, mark or trade description applied to goods, other than with the consent of the CSIR.

13.6. Both Parties shall remain free to use, in the normal course of its business, its general knowledge, skills and experience incurred before, during or after the discussions envisaged hereunder. (To this end, it is also recorded that nothing in this Agreement shall be construed as constituting an exclusive arrangement between the parties and both Parties shall remain free to explore market opportunities in the Field, unless otherwise agreed to in writing in a subsequent agreement.)

**ANNEXURE L: MUTUAL NDA**

**14. Parties to the NDA**

**THE CSIR**, a statutory council, duly established under Act 46 of 1988,

**and**

**The Bidder (Name)**.....

Company registration number:....., with limited liability duly incorporated under the applicable laws of the Republic of South Africa herein represented by ..... in his/her capacity as ..... and he/she being duly authorised thereto.

**15. Contact Details for Purposes of Clause 10:**

**15.1. The CSIR**

Physical Address:

Meiring Naude Road  
Brummeria  
Pretoria  
0002

Postal Address:

PO BOX 395  
Pretoria  
0001

Email: [Tender@csir.co.za](mailto:Tender@csir.co.za)

**The Bidder (Name)**.....

Physical Address: .....

Postal Address: .....

Email: .....

**16. Signature (Bidder):** .....

SIGNED ON THIS THE.....DAY OF.....AT.....

IN THE PRESENCE OF THE FOLLOWING WITNESSES:

1. ....

2. ....

**ANNEXURE M: SITE SHE FILE REQUIRMENTS:**

<b>SHE requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)			
SHE Appointment letters			
SHEQ policy			
A valid letter of good standing from COIDA or any other private insurer i.e. RMA			
SHE Committee minutes			
SHEQ Training records			
SHE Risk assessments			
Waste management plans and records			
Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).			
PPE issue records			
Material Safety Data Sheets (training of personnel on MSDS's or cleaning chemicals).			
Medical surveillance schedules			
Asbestos Register where applicable			
Environmental Aspects and Impacts Registers			
Environmental Objectives and Targets			
Environmental Risk Assessments			
Environmental Incident Register			
Environmental authorisations and permits			
Environmental Training and Awareness records			
Gauteng Waste Transportation Registration Certificate			
City of Tshwane Waste Transport Permit (within 2 months after appointment)			
Waste disposal certificates and manifestos			
Commitment to continual improvement			

**NOTE:**

1. Know where the records are kept for evidence of completed work.
2. Know the controls in place for verification or validation of results.
3. Ensure that all procedures/ work instructions have a unique document number.
4. Be prepared to share records/documents via virtual platforms if required.

**ANNEXURE O**

**Draft Service Level Agreement**



**For the Provision of landscaping services to the  
CSIR Pretoria sites for a period of 5 years**

**CSIR RFP No. 3726/24/04/2026**

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**SERVICE LEVEL INDICATORS**

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## SERVICE LEVEL INDICATORS

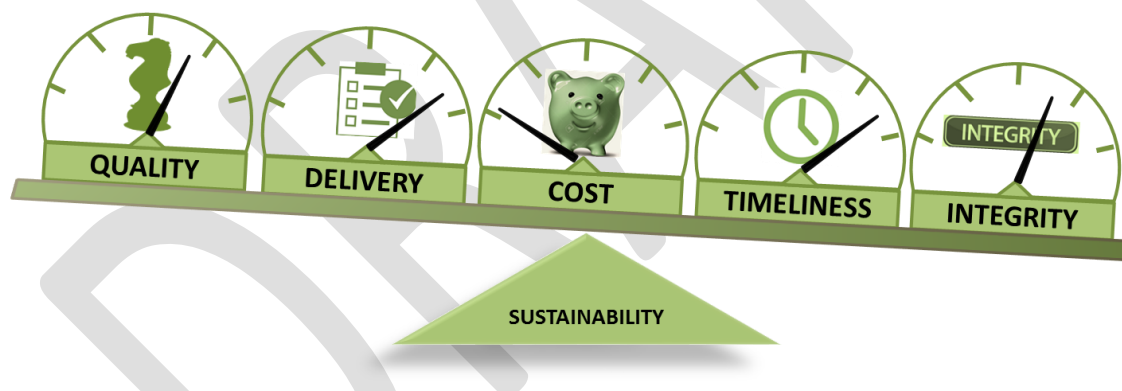
### 1. INTRODUCTION

The purpose of the Service Level Indicators is to guide and document the expectations and requirements of the services to be rendered to the Tendering Institutions by the Service Provider.

This document may be used as the benchmark against which reviews and, as appropriate, modifications to the service provided by the Service Provider shall take place.

### 2. KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract.



### 3. RANGE OF SERVICES

The Services rendered are reflected in the Scope of Work (**Annexure B**: Technical Specification).

#### **AD HOC Services related to Landscaping services:**

Supply of irrigation spares

Supply of indoor plants.

Supply of indoor plants pots and liners.

Supply of lawn.

Supply of potting soil & compost

Supply of trees.

Cutting of grass outside CSIR fence from North gate to South gate or any identified area.

Trimming of tree branches outside CSIR fence.

Cutting of invader trees outside CSIR fence

Supply of planting bags.

Supply of garden plants and flowers

Planting of new lawn

Supply of soccer field line paint

### **AD HOC COST OF PRETORIA SCIENTIA CAMPUS LANDSCAPING INVENTORY**

#### **LIST**

Equipment/ Tool	Unit Price	Year 1	Year 2	Year 3	Year 4	Year 5
1 Ton LDV/Bakkie						
Trailer						
Tractor And Slasher						
Ride On Rotary Mower						
Push Rotary Mower With PPE						
Brush cutter						
Hedge Trimmer With PPE						
Pole Pruners						
Chainsaw						
Battery Operated Blower						
Secateurs						
Loppers						
Bow Sow						
Knapsack						
Wheelbarrows						
Ladies Forks						
Ladies Spades						
Leaf Rakes						
Iron Rakes						

Aluminum Step Ladder 6m						
Mattock						
Picks						
First Aid Kit						
Cat/TLB						
Chipper Machine						
Grader						
1000 Liter water bowser trailer						
Compost Screening Equipment						
Storage bins						
Soccer goal pole and net						
Line marking machine						

**NORTH OF PRETORIA CSIR SITES INVENTORY LIST**

<b>Tool/ Equipment</b>	<b>Unit Cost</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Kudu Push Mower						
Brush cutter						
Battery Operated Blower						
Secateurs						
Loppers						
Bow Saw						
Knapsack Sprayer						

**AD HOC COST OF LANDSCAPING MANPOWER**

<b>Manpower</b>	<b>Unit Cost</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Contract Manager						
Supervisor						
Groundman						
Machine Operator						
Herbicide and Pest Control Operator						
Indoor Plant Specialist						
Irrigation Assistant						
Vehicle Driver						

#### 4. MEASUREMENT CRITERIA

The following table lists a comprehensive number of Key Performance Areas and Indicators:

Key Performance Area	Key Performance Indicator	Very Poor (1)	Poor (2)	Fair (3)	Acceptable (4)	Excellent (5)	Measuring Tools of Performance	Supplier Score	CSIR Score	Final Score
Site Cleaning and Lawn Maintenance	1. Cleaning and Maintenance of Site	Site Cleaning and Maintenance Schedule comprised of Sweeping of Walkways, Road and Paving along buildings; cleaning and levelling of carport concrete and areas such as bus stop shelters; Post storm cleaning of all exits; Collections of Waste and Disposal in Waste Bins; Cleaning of grounds and driveways using hand operated blowers; Removal of protruding weeds in between	Site Cleaning and Maintenance Schedule operationalised once a week	Site Cleaning and Maintenance Schedule operationalised twice a week	Site Cleaning and Maintenance Schedule operationalised daily with zero complaints	Compliments of site appearance being neat; Innovation solutions to improve the outlook of site garden and landscaping;	Planned Site Cleaning and Maintenance Schedule  Garden and Landscaping Maintenance Monthly Report with pictures  CSIR monthly inspection report			

		Paving implemented on a bi-weekly									
Supplier Key Performance Indicator (KPI) Narrative:											
Xx											
CSIR KPI Narrative											
x											
2. Maintenance of Lawn Areas on-site (s)	Lawn Maintenance Schedule comprised of Mowing of lawns; Trimming of edges; Veld grass mowing, including servitudes; Mowing lawns along pavements to a height of 25mm; Application of fertilizers and compost; Pest eradication for infected lawns and plants; Weed control;	Lawn Maintenance Schedule implemented once a week	Lawn Maintenance Schedule implemented twice a week	Lawn Maintenance Schedule implemented daily	Compliments of Lawn areas appearance looking neat; Innovation solutions to improve the outlook of site lawns;	Planned Lawn Maintenance Schedule	Garden and Landscaping Maintenance Monthly Report with pictures	CSIR monthly inspection report			

		<p>Watering (borehole water with a manually operated sprinkler system);</p> <p>Establishment of new lawn and beds management.</p> <p>Seasonal preparations for lawn: apply fertiliser &amp; lawn dressing;</p> <p>ensure proper garden waste removal; and plant into open area implemented on a bi-weekly.</p>								
<p>Supplier KPI Narrative:</p> <p>Xx</p> <p>CSIR KPI Narrative</p> <p>x</p>										
Perimeter Maintenance	3. Effective maintenance of veld grass, trees, shrubs and vegetation within	Perimeter Maintenance schedule comprised of veld grass mowed to a height of 150mm;	Perimeter Maintenance schedule operationalised once bi-weekly	Perimeter Maintenance schedule operationalised	Perimeter Maintenance schedule operationalised on a daily basis	One Customer compliment received per site	Planned Maintenance Schedule for Perimeter fence			

	the perimeter of the CSIR sites perimeter fence including electric fence and fire break	trimming of perimeter grass and removal of waste along the perimeters of the sites; cutting all grass to a maximum height of 150mm and create a fire belt of at least 1,5 metre, or as otherwise agreed, parallel from each boundary but in accordance with Applicable Laws; clean debris and spray weeds; and Pruning operationalised once in a month		on a weekly basis		Perimeter fence well looked after and neat.	including electric fence and fire break  CSIR monthly inspection report			
Supplier KPI Narrative:  Xx  CSIR KPI Narrative  x										
Irrigation Systems	4.Maintenance of Irrigation System	Lack of maintenance to Ponds, Water	Partial maintenance to Ponds, Water	Damaged sprinklers reported and	Identify, report and replace/fix damaged	Irrigation system is functional on a daily basis and	Planned Irrigation Schedule and			

	Feature and Borehole  Irrigation system not functional and problems not reported immediately to the CSIR Supervisor: Estate Management  More than three (3) complaints received on poor irrigation and grounds and general areas looking bad	Feature and Borehole  Two (2) complaints received on poor irrigation of the grounds	fixed/replaced once a week  One (1) complaint received on poor irrigation of the grounds  Ponds, Water Feature and Boreholes being looked after	sprinklers on a daily basis  No complaints received on irrigation system, ponds, water features and boreholes	grounds looking neat and good  Compliments received on good appearance of the grounds  Innovation solutions to improve site irrigation system;	report of irrigation parts replaced  Garden and Landscaping Maintenance Monthly Report with pictures  CSIR monthly inspection report				
Supplier KPI Narrative:  Xx  CSIR KPI Narrative  x										
Biodiversity Management	5. Managing Trees, Shrubs and Ground cover areas effectively	No Plan on maintenance of heritage protected trees or plant species and safe removal of dead or risky trees	A Plan on maintenance of heritage protected trees or plant species and safe removal of dead or risky	A Plan on maintenance of heritage protected trees or plant species and safe removal of dead or risky	A Plan on maintenance of heritage protected trees or plant species and safe removal of	Trees, Shrubs and Grounds well managed and looked after with no complaints	Planned maintenance of heritage protected trees or plant species and safe removal			

	<p>No Trees, Shrubs and Grounds Maintenance Schedule covering tree feeling, pruning, cultivation and weeding, watering, cutting back of shrubs and bushes, removing fallen trees and those at risk of falling as well as removal of weeds on all ground surfaces, pest eradication on sick trees; cutting dead and obstructive trees deemed hazardous/ risk in their growth, Leaf litter, garden refuse and cut off removal for compost &amp; chip purposes.</p>	<p>trees and a Schedule for Maintenance of Trees and Shrubs developed but not operationalised</p>	<p>trees and a Schedule for Maintenance of Trees and Shrubs developed and t operationalised on a weekly basis</p>	<p>dead or risky trees and a Schedule for Maintenance of Trees and Shrubs developed and t operationalised on a daily basis</p>	<p>Innovation solutions to improve site biodiversity</p>	<p>of dead or risky trees. Planned Maintenance Schedule of Trees, Shrubs and Grounds Garden and Landscaping Maintenance Monthly Report with pictures Valid Waste Transportation Permits</p>			
<p>Supplier KPI Narrative:</p> <p>Xx</p>									

CSIR KPI Narrative										
x										
6. Management of the composting and the compost site	No compost area maintenance plan indicating daily, weekly, monthly and quarterly activities to keep a clean, efficient and safe composting process for chips branches, leaves, turning heaps; watering of heaps and sieving compost and equipment.  Safe disposal certificate of Garden Waste not provided.	Compost area maintenance plan indicating daily, weekly, monthly and quarterly activities developed but not implemented  Safe disposal certificate of Garden Waste provided twice per annual.	Compost area maintenance plan indicating daily, weekly, monthly and quarterly activities being implemented inconsistently  Safe disposal certificate of Garden Waste provided on a trimester basis.	Compost area maintenance plan indicating daily, weekly, monthly and quarterly activities implemented consistently  Safe disposal certificate of Garden Waste provided on a quarterly basis.	Compost area maintenance plan indicating daily, weekly, monthly and quarterly activities implemented consistently  Safe disposal certificate of Garden Waste provided on a quarterly basis.	Compost area maintenance plan indicating daily, weekly, monthly and quarterly activities to keep a clean, efficient and safe composting process resulting in cost savings  Safe disposal certificate of Garden Waste provided on a monthly basis.	Compost Area / Yard Maintenance Plan  Safe Disposal Certificate of Garden Waste			
Supplier KPI Narrative:										
Xx										
CSIR KPI Narrative										
x										

	7. Management of Flora and Fauna	Invasive tree management program not developed.  Weeds and other invaders (eg: Kakiebos & Lantana) not eradicated  Injured/sick animals not reported to CSIR	Invasive tree management program developed but not implemented  Weeds and other invaders eradicated once in two weeks  Injured/sick animals reported sometimes to CSIR	Invasive tree management program developed and implemented inconsistently  Weeds and other invaders (& Lantana) eradicated once a week  Injured/sick animals reported sometimes to CSIR	Invasive tree management program implemented daily  Weeds and other invaders (& Lantana) eradicated daily  Injured/sick animals reported to CSIR when detected and assist with caring	Proactive provision of recommendations on the control, care and in the prevention of the spread of invasive species of plants.  Provide advisory in caring and looking after animals  Innovation solutions to improve the outlook of site flora and fauna.	Invasive tree management programme  Garden and Landscaping Maintenance Monthly  Report with pictures of invaders and injured /sick animals  CSIR monthly inspection report			
	Supplier KPI Narrative:  Xx  CSIR KPI Narrative  x									
Paving, Gravel, Rock Elements and Gutters	8. Maintenance of Paving, Gravel, Rock elements and Gutters	No evidence of sweeping, cleaning, weeding of the paving, gravel, rock elements and	Sweeping, cleaning, weeding of the paving, gravel, rock elements and gutters	Sweeping, cleaning, weeding of the paving, gravel, rock elements and gutters	Sweeping, cleaning, weeding of the paving, gravel, rock elements and gutters	Compliments received on the outlook of paving, gravel, rock elements and gutters.	Inspection report from CSIR  Supervisor: Estate Management			



	some removed /replaced.  No evidence of seasonal preparations for plants beds  No evidence of daily removal of litter from pots  Complaints of all Plants and Flower Beds not being looked after.	managed on a part-time basis  Inadequate evidence of seasonal preparations for plants beds	managed inconsistently  Partial evidence of seasonal preparations for plants beds and looking after Indoor Plants	feeding of roses and all plants as well as soil turning and pruning.  Weekly watering of indoor plants  Daily removal of litter from pots	No complaints on Plants and Flower Beds  Fertilizer Register and Monthly Report  Herbicide/ Pesticides Schedule and Monthly Report	Monthly Report with pictures  Fertilizer Register and Monthly Report  Herbicide/ Pesticides Schedule and Monthly Report				
Supplier KPI Narrative:  Xx  CSIR KPI Narrative  x										
Service Quality	10. Reduction of SHE incidents and contributes towards achieving a state of zero harm.	SHE file not updated and persistent unsafe work practices resulting in SHE incidents and work stoppages	SHE file updated and poor supervision resulting in unsafe work practices and increase in SHE incidents.	SHE file updated and inconsistent safe work practices resulting in near misses	SHE file and SHE practices with no near misses and SHE incidents  Toolbox Talks conducted weekly	Compliance with SHE requirements with no audit findings from SHEQ department or government department  Toolbox Talks conducted daily	SHE Report with updates on SHE File, Risk Assessments Register signed by Staff  Medical Certificates and Training			

						Records of Staff			
Supplier KPI Narrative:									
Xx									
CSIR KPI Narrative									
x									
11. Reduce the number of service delivery complaints	More than four (4) complaints a month with a root cause analysis conducted to avoid a repeat.	Three (3) complaints a month with a root cause analysis conducted to avoid a repeat.	Two (2) complaints a month with a root cause analysis conducted to avoid a repeat.	One (1) complaints a month with a root cause analysis conducted to avoid a repeat.	Zero complaints a month.	Complaint Register or Report with root cause analysis and remedial actions			
Supplier KPI Narrative:									
Xx									
CSIR KPI Narrative									
x									
12. Supplier attends to Staff Welfare and complaints without delay	Repeat employment issues raised by staff not closed off within a month.	Staff raised more than one issue with CSIR or Supplier could not be closed within two weeks.	Staff raised one (1) issue with CSIR or Supplier and closed within one week.	No issues raised by staff to CSIR.  Evidence of staff training.	No issues raised by Supplier's staff to CSIR.  Compliments received from CSIR on service rendered by staff	Staff complaints reported to CSIR and feedback provided in writing.			
Productive use of landscaping manpower	No training of staff and provision of relievers during			100% Staff work					

		leaves / labour protests impacting on service delivery and business continuity.  <89% Staff work attendance reported daily.	90%-94% Staff work attendance reported daily.	95%-99% Staff work attendance reported daily,	attendance reported daily  Notice of work disruptions and a contingency plan communicated to CSIR to ensure business continuity.	Improved staff performance, with 100% expected coverage for contingencies, e.g. relievers, strike, etc.	Staff work attendance/ time sheets of labour allocation or replacements provided on a daily and monthly basis.  Staff training and development record provided			
Supplier KPI Narrative:										
Xx										
CSIR KPI Narrative										
x										
13. Compile and submit quality consolidated Garden and Landscaping maintenance monthly reports on time	Garden and landscaping maintenance report submitted after 5 working days after the month –end.	Garden and landscaping maintenance report submitted on 5th working days after the month –end.	Garden and landscaping maintenance report submitted on 4th working days after the month –end.	Garden and landscaping maintenance report submitted on 3rd working days after the month –end	Garden and landscaping maintenance report submitted on 2nd working days after the month –end	Consolidated Garden and Landscaping Maintenance report for all Pretoria Sites				
Supplier KPI Narrative:										

Xx CSIR KPI Narrative										
14. Supply and Maintenance of Landscaping Equipment	More than four (4) complaints received on non-functional or unavailability of landscaping tools and equipment for all CSIR sites.  Lack of landscaping equipment maintenance.	Three (3) complaints received of landscaping tools and equipment for all CSIR sites.  Landscaping tools and equipment in place but poorly maintained.	Two (2) complaints received on landscaping tools and equipment for all CSIR sites.  Landscaping Equipment and Tools available but inconsistently maintained.	Zero complaint received on Landscaping equipment and tools from all CSIR sites.  All Landscaping equipment and tools are functional and well managed.	Zero complaints received from all CSIR sites with more than two compliments received on landscaping equipment and tools.	Landscaping Equipment and Tools Maintenance Plan and Register / Inventory List  Complaints and Compliment Register.				
Supplier KPI Narrative:  Xx CSIR KPI Narrative  x										

<b>PENALTY MEASURES:</b>	
<b>Performance Scoring Rating Legend</b>	<b>Penalty</b>
Excellent (5)	Superior performance
Good (4)	Satisfactory / acceptable performance
Fair (3)	Performance below expectations: A formal letter is issued to the Supplier for failing to comply with contractual obligations and required to implement remedial actions within 7 days upon formal notification
Poor (2)	Poor performance: Up to 10% deduction on monthly contract fee for poor performance
Very Poor (1)	Contract review at risk and a letter of termination is issued to the Supplier.
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- Expected/ required service level is for the Supplier to perform on the “Good (4)” level as a minimum on all of the aforementioned key performance objectives / indicators (KPIs). Any performance below a score of 4 requires immediate investigation by the Supplier with corrective action taken as necessary to the satisfaction of the CSIR.</li> <li>- The supplier will be required to compile and present quarterly landscaping performance statistics, trend analysis and action plan where required.</li> </ul>	
CSIR Contract/Project Manager	Managing Director/General Manager
Date:	Date:

**Annexure L:  
CLIENT REFERENCES VERIFICATION FORM**

This document serves as a reference verification (as per the submitted list of references) for confirming the service that was provided and a service satisfaction survey for CSIR tender number **CSIR RFP No. 3726/24/04/2026** for **“the Provision of landscaping services to the CSIR Pretoria sites for a period 5 years.**

**Section A: REFERENCE COMPANY THAT RECEIVED THE SERVICE:**

Company Name: .....

Company Address: .....

Service/Contract Period: Start date: ..... End date: .....

Company Representative Name: .....

Representative Designation: .....

Representative Contact Number: .....

Representative Email Address:.....

**Section B: DETAILED SCOPE OF WORK**

**Please indicate with a tick if the Scope of Work that was completed by the service provider This to be completed by the CSIR during site visits.**

Scope of work	Completed	Not Completed
Bidder's employees on-site are wearing uniform, safety shoes and headgear when performing daily landscaping duties.		
Salaries of Bidder's employees on-site are paid on time as stipulated in their employment contracts.		
The Client (referee) is satisfied with the landscaping services rendered by the Bidder.		
Landscaping equipment and tools are being used and/or operated on-site by Bidder's employees.		
The appearance of grounds and gardens on-site is good and well-maintained.		

Comments: .....

.....

.....

Site inspections – Are you willing to allow the CSIR access to inspect the grounds and gardens as serviced by your company ? Yes  No

**SECTION C: SURVEY ON SERVICE LEVELS**

To be completed by the Referee during site visits.

Please tick only ONE option.

Criteria	Excellent	Good	Average	Below Average
Timeous co-operation during the contract				
Quality of service				
Quality of reports				
Performance of resources				
Management of Safety				
Please provide additional comments that will assist the evaluation of this Bidder.				

Name and Surname \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_