



**REQUEST FOR QUOTATIONS (RFQ)**

<p><b>You are hereby invited to submit Quotation for the requirements of</b></p> <p><b>SALGA</b></p>	
<b>RFQ number:</b>	123208
<b>RFQ Issue Date</b>	12 May 2025
<b><u>COMPULSORY/ NON</u></b> <b>COMPULSORY BRIEFING</b> <b>SESSION</b>	Yes
<b>Briefing Session Date and</b> <b>Time: (if applicable)</b>	15 May 2025 @ 11:00 - 12:00
<b>RFQ Closing date:</b>	16 MAY 2025
<b>RFQ Description:</b>	APPOINTMENT OF A SERVICE PROVIDER TO CLEAN INTERIOR OF SALGA VACANT BUILDINGS, CUT THE GRASS AND TRIM THE PLANTS AT SALGA PROPERTY IN KWAZULU NATAL AT NO. 60 SURPRISE RIDGE ROAD, HILLCREST -DURBAN.

**Please note:**

1. Quotation should be valid for at least 90 days.  
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
  - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
  - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

**NAME OF SERVICE PROVIDER:**

**TOTAL PRICE (INCL VAT):**

I hereby accept the above-mentioned conditions.

**This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).**

**NAME OF BIDDER (COMPANY NAME)**

**SIGNATURE:**

**CAPACITY:**

**DATE:**

## **1. PURPOSE**

The purpose of this document is to call for proposals from experience service providers to assist the South African Local Government Association (SALGA) KZN to clean the interior of SALGA vacant buildings, cut the grass and trim the plants at number 60 Surprise Ridge Road Hillcrest, Durban.

## **2. KEY DELIVERABLES**

The objective of this process is to appoint a suitable, experienced service provider within their respective regions as prescribed in the Request for Proposals (RFP). SALGA wishes to invite an experience service provider to clean vacant buildings, cut the grass and trim the plants at SALGA KZN facilities.

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant's ability to meet the requirements of the proposal request. Clear factual responses are required.

The content of the proposals shall determine the merit of each participant. However, should a participant or bidder wish to provide additional information apart from what is specified in this document, that information should be referred to, and provided for in a file of Annexure.

## **3. SCOPE OF WORK**

The successful service provider is expected to provide the following services:

- Trimming of Plants and Tress
- Cutting of overgrown grass or Lawn

Deep Cleaning of all interior building's structures at Facility.

#### **4. YEARS OF EXPERIENCE AND REFERENCES**

The bidder should have at least minimum of three (3) years' experience with also minimum of three references for the similar type of services rendered

#### **5. PRE-REQUIREMENTS**

The bidder will be expected to have visited and examined our premises prior to submitting a response to these Terms of Reference during compulsory briefing session and to have satisfied themselves as to the efficiency and correctness of their response for the proper provision of any of the above services.

Compulsory sites visit to be Scheduled by SALGA and will be conducted a jointly site visit for all interested parties which will form a compulsory briefing session.

#### **6. TOOLS OF TRADE**

- The relevant tools of trade for deep cleaning / material, cutting of grass and trimming of plants / trees
- The service provider is also expected to transport garbage or waste produced during the execution of the work to the dumping site.

#### **7. DURATION OF THE PROJECT**

The project is once off. However, the appointed service provider will be expected to complete the project within the period of two weeks from the date of appointment.

#### **8. UNIFORMS / PERSONAL PROTECTIVE CLOTHING (PPE)**

The supplier must provide its employee/s with suitable PPE whilst working at our premises.

## 9. HEALTH AND SAFETY PLAN

Health and Safety Plan to be provided by service provider to protect its workers during the execution of the project. This include safe work practises since SALGA will not be responsible of any injuries and illness as a result of the service provider not protecting their workers. Health and Safety measures including safety data sheets to be included in the proposal.

## 10. PICTURES AND PHOTOS OF THE PROPERTY

