

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR QUOTES

**FOR THE PROVISION OF GARDEN MAINTENANCE, RENTAL & MAINTENANCE
OF INDOOR PLANTS FOR A PERIOD OF 30 MONTHS (2.5 YEARS)**

RFQ Number: RFQ/GARDENSERVICES/SCM/31/2023-2024

1. Introduction

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

2. Background

The SACAA head office is located inside Waterfall Park, Bekker Street, Midrand. It has two buildings adjacent to each other namely Building 16 at Treur Close and Kernick House. The Building 16 operates as the main SACAA building.

The Facilities Management is responsible for the provision of fit for purpose infrastructure at SACAA sites. The SACAA requires services of gardening maintenance, rental and maintenance of indoor plants in the two buildings.

3. Purpose

SACAA requires the services of a reputable and experienced service provider for the provision of Gardening maintenance, rental and maintenance of indoor plants services for the SACAA offices for a period of 30 months (2.5 years).

4. Duration of Contract

The contract would be for a period of 30 months effective 01 July 2023 until 31 December 2025, and payment will be made on monthly basis.

Prospective bidders are however advised that SACAA is in a process of acquiring new premises, should the move to new premises take place during the contract period, SACAA shall inform the appointed service provider in writing 90 (thirty days) prior to moving offices and this agreement shall be terminated at no penalty to the SACAA.

5. Scope of service

Regular maintenance of the outdoor garden in SACAA buildings, rental and maintenance of internal plants including but not limited to: -

5.1 Garden Maintenance Services

The appointed service provider will be expected to ensure that the facilities ground is well maintained throughout the duration of the contract and that all seasonal requirements are met in full thus providing constantly an aesthetically pleasing garden and render supervisory functions at all times.

Provide a minimum of three personnel to do weekly mowing of the lawns, weeding to basic pruning, fertilizing, watering, tree pruning and stacking: aerating lawns to basic insect and pest control, edge trimming and removal of refuse, splitting plants, seasonal pruning scarifying, removal of refuse thereafter.

5.1.1 Daily maintenance which includes but not limited to the following:

- Routine maintenance of existing lawn: cutting lawn and edges, cleaning of flower beds
- Removal of weeds and sweep clean all ground surfaces (walk path/ parking etc)
- Modernize existing overgrown and cluttered garden.
- Repositioning of plants
- Keep storm catch pit clean at all times.
- Cutting back burdensome tree or seasonal pruning in order to make light available to other plants.
- Regular trimming of the trees/shrubs 2m away from the electric fence and shade nets
- Ensure proper disposal of garden waste and removal from site. The appointed service provider to its own vehicle to dispose garden waste at no additional cost to SACAA.

5.1.2 Cleaning of precinct

- Remove Debris
- Sweep pavement.
- Clean and remove debris from gutters and drains.

5.1.3 Seasonal change Treatment

- Cutback of all trees and shrubs, encouraging new growth
- Annually scarifying the lawn and dressing to enhance root system.
- Seasonal fertilize to green the lawn and its growth.
- Seasonal preparation for plants beds; planting new plants, fertilizer and compost.
- Regular Maintenance of the Pond (cutting grown shrubs)

5.2 Rental and maintenance of Internal Plants

It must be noted that SACAA already has plants. Only the maintenance of plants will be required from the appointed service provider. The number and sizes of rented internal plants are as follows:

5.2.1 Indoor Plants on Site

- Four (4) x 70 cm with extra-large bamboo plant

- Eighty-Four (84) x 40cm floor standing planters with various plants
- Seventeen (17) x 32cm desk bowls with mixed plants arrangements
- One (1) Atrium with water feature

Note: During the contract period, SACAA will need to add plants, upgrade types of plant and change pot plants to different coloured pots of their choice.

5.2.2 Weekly Maintenance of the indoor plants will include, but not limited to the following:

- Weekly watering of plants
- Weekly cleaning of pots
- Weekly fertilizing and general management
- Potting soil to be placed bi-annually.
- Replacement of any plants that are considered to be below acceptable standard.
- Replacement of outdated pots

5.3 Ad hoc services

Inspect, report all faults irrigation system and replacement of broken sprinkler valves etc; cutting dead and obstructive trees deemed hazardous in their growth, to be done in consultation with SACAA.

Any repairs and replacement of faulty parts which are covered under ad hoc services will be quoted for by the appointed service provider with scope of work and detailed cost breakdown for approval by SACAA in a form of a purchase order.

6. Labour

The appointed service provider will be required to make available three (3) full time gardening maintenance staff as follows:

1 x staff member – Ikhaya II

2 x staff members – Main Building

The above-mentioned staff members will be expected to work from Monday to Friday between 08h00 to 16h00 mainly for gardening services, indoor plants will be maintained on a weekly basis as stated. Weekend work should be scheduled with SACAA in advance for services that will affect SACAA's normal operations e.g., cutting grass next to parking area and or cutting of trees.

The service provider will be required to supply uniform with company emblem and personal protective equipment (PPE) to minimize exposure to hazards that cause serious workplace injuries and illness.

The proposed staff complement needs to be maintained for the duration of the contract and should render day to day gardening maintenance. The appointed service provider will be required to screen the employees to be assigned to the contract, conduct medical fitness and provide necessary training thereof.

7. Provision of tools and equipment

The bidder will be expected to provide all equipment required for the rendering of services including those to be used for the ad hoc services.

8. Evaluation Criteria

8.1 Mandatory Requirements

- ✓ Submit fully completed Bidders Disclosure Form (SBD4 Form).
- ✓ Central Supplier Database (CSD) Supplier Number, MAAA...
- ✓ Unemployment Insurance Fund – submit letter of good standing.
- ✓ Compensation for Occupational Injuries and Diseases – submit letter of good standing.

8.1 Technical Evaluation

No.	Description	Proof / Evidence	Score
1.	Company Reference in Gardening Maintenance Services company references in a clients' letterhead where the bidder has rendered gardening or landscaping services	Reference letters from companies where the bidder has rendered gardening maintenance. <ul style="list-style-type: none">• Two or more letters = 40 points• One letter = 20 points• No letters = 0 points	40
2.	Company References in leasing and maintenance indoor plants. company references in a clients' letterhead where the bidder has rendered leasing and maintenance of indoor plans	Signed Reference letters from companies where the bidder has rendered rental and maintenance of indoor plants. <ul style="list-style-type: none">• Two or more letters = 40 points• One letter = 20 points• No letters = 0 points	40
3.	Company Vehicle (s), that will be used for garden waste disposal and transporting the internal plants maintenance team	Proof of company branded vehicle (s) i.e., pictures and copy of registration/ disk renewal receipt documents for company vehicles. Should the vehicle(s) be leased by the prospective bidder; a copy of lease agreement with lease term is required. <ul style="list-style-type: none">• 2 or more company branded vehicles = 10 points• One company branded vehicle = 5 points• No proof of company branded vehicles = 0 points	10
4.	Supervisor for internal plants maintenance	Curriculum Vitae of a supervisor that will be allocated to SACAA, with a minimum of three years' experience in internal plants maintenance and	

		minimum of two (2) contactable references where the supervisory services have been rendered. <ul style="list-style-type: none"> • Supervisor with three or more years for internal plants maintenance and minimum of two contactable references = 10 points • Supervisor with two years' experience and minimum of one contactable reference in internal plants maintenance = 5 points • Supervisor with no experience = 0 points 	10
TOTAL POINTS			100

Bidders who score 50 points or more out of 100 on functionality will be considered for the next phase of evaluations. Any bidder scoring less than minimum 50 points will not be considered further.

9. Cost Proposal

All prices must be quoted for in South African Rand (ZAR) and it must cover all cost associated with gardening maintenance and rental of indoor plants required by SACAA as per the detailed scope of services required.

9.1 Gardening Maintenance Services Cost Proposal

TABLE A

Period	Monthly Price (Incl. VAT)	Yearly Fee (Incl. VAT)
July – December 2023		
January – December 2024		
January – December 2025		
TOTAL PRICE		

9.2 Rental and maintenance of Indoor Plants

TABLE B

Period	Monthly Price (Incl. VAT)	Yearly Fee (Incl. VAT)
July – December 2023		
January – December 2024		
January – December 2025		
TOTAL PRICE		

9.3 Consolidated Pricing: Gardening Maintenance & Rental and maintenance of Indoor Plants

TABLE C:

Period	Monthly Price (Incl. VAT) – Gardening Maintenance	Monthly Price (Incl VAT) – Indoor Plants	Period	Yearly Fee (Incl. VAT) – Gardening & Indoor Plants
July – December 2023			6 Months	
January – December 2024			12 Months	
January – December 2025			12 Months	
TOTAL PRICE				

Bidders are welcome to include the detailed pricing schedule with their quotations, however SACAA will still like the summary above for contract purposes.

Service provider to state if the price quoted as per above is firm for the duration of the contract or provide details of basis on which price adjustment shall be applied. All additional cost associated with the bidder's offer must be clearly specified and included in the total price.

Payments of invoices will be made within 30 days from date of invoice. Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal

The following PPPFA formula is used to evaluate price:

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

P_s = Points scored for price of the bid under consideration.

P_t = Rand value of bid under consideration.

P_{\min} = Rand value of lowest acceptable bid.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

- (a) Price; and
- (b) Specific Goal

The maximum points for this bid are allocated as follows:

	POINTS
Price	80
Specific Goal	20
Total Points for Price and Specific Goal	100

POINTS AWARDED FOR SPECIFIC GOAL

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below. SACAA will award if the bidder submits their valid BBBEE certificate or a sworn affidavit.

Specific Goal	Number of Points
100% youth black owned company	20
80% youth black owned company	18
60% youth black owned company	16
40% youth black owned company	14
20% youth black owned company	12
Not black owned	0

10. Submission of Proposal

Proposals must be submitted electronically via email to caaquotes@caa.co.za by **15 June 2023, 11h00**.