



SUPPLY CHAIN MANAGEMENT

PROJECT DESCRIPTION:	REQUEST FOR APPOINTMENT OF SERVICE PROVIDER TO PROVIDE GARDENING SERVICES AT UMJANTSHI HOUSE, SHOSHOLOZA MEYL JUNCTION AND GAUTENG NERVE CENTRE
TRANSACTION:	SCOPE OF WORK
SUBJECT:	PROVISION OF GARDENING SERVICES AT UMJANTSHI HOUSE, SHOSHOLOZA MEYL JUNCTION AND GAUTENG NERVE CENTRE
DEPARTMENT:	PRASA CRES: CAMPUS FACILITIES MANAGEMENT

SECTION A

1. RENDERING OF HIGH - QUALITY GARDENING SERVICES FOR A PERIOD OF 36 MONTHS.

The objective of the specification is to appoint a suitable Service Provider that can render high quality gardening services at Umjantshi house, Shosholoza Meyl Junction and Gauteng Nerve Centre.

Umjantshi House
30 Wolmarans Street.
Braamfontein

Gauteng Nerve centre
1961 R25, Essellen Park
Tembisa, 1626

Shosholoza Meyl Junction
Cnr. Leyds and Simmonds Street
Braamfontein. 2021

PRASA wishes through this contract to secure timely, consistent and cost-effective quality gardening services from the contractor.

It is PRASA's general objective that the contractor maintains cleanliness and improvement of general conditions and appearance of all facilities within the yard and building in a suitable manner, at affordable maintenance while ensuring compliance to general occupational Health and Safety Applicable Legislation



2. THE PRIMARY OBJECTIVE OF THIS CONTRACT IS TO:

- Procure the service of a gardening contractor who will be fully responsible for the garden of Umjantshi House, Shosholoza Meyl Junction and Gauteng Nerve Centre
- To contract for cost effective and effective gardening and professional high-quality services.
- Provision of safe horticultural methods that consider employees and visitors flow inside the building.
- Umjantshi House, Shosholoza Meyl Junction and Gauteng Nerve Centre is a building that house Executive Managers, Chief Executive Officers, Senior Managers, Managers and other employees. It is therefore imperative for the Service Provider to ensure the level of gardening preservation is superior.

3. STAFF REQUIREMENTS

UMJANTSHI HOUSE

- ❖ Gardeners - 3

GAUTENG NERVE CENTER

- ❖ Gardeners - 3

Shosholoza Meyl Junction

- ❖ Gardeners - 2

Waste Disposal:

Empty and clean all waste receptacles	3 x Daily
Remove all waste to specified areas	3 x Daily

Pavement

Daily cleaning, sweeping of pavement	2 x Daily
Cleaning inside and outside the yard	2 x Daily

Areas to be maintained

External

- ❖ Hard surfaces
- ❖ Lawn areas
- ❖ Trees
- ❖ Flower beds and terraces.
- ❖ Pavement



SCHEDULE

- ❖ Monday - Friday
- ❖ 07:00 – 16:00

Mowing

- ❖ The Lawn must be mowed weekly in summer and as frequently as required in winter
- ❖ Staff must wear correct protective wear when operating machinery.
- ❖ Cutting and edging of lawns.
- ❖ Trimming of hedges, branches and trees.
- ❖ Cultivating of beds.
- ❖ All grass cuttings and trimmed branches shall be removed from the site.
- ❖ All fuel and maintenance of machinery must be supplied.

Weeding

Weeds must be removed on the pavement, flower beds and driveways, by also using Chemical spot applications of an approved herbicide. Herbicides shall only be applied in accordance with the manufacturer's instructions.

Spraying and Fertilizing

- ❖ Spraying of hard surfaces using weed poison.
- ❖ Spraying of weeds will be done twice per month, this must be an on-going action with preventative control being executed on lawn areas where and when necessary.
- ❖ Supply of fertilizer for the beddings and lawn, this should take place twice per annum.
- ❖ Supply of lawn dressing.

General Plant Care

- ❖ All grounds and gardens will be weeded on a continual basis.
- ❖ General pruning, trimming of hedges, shrubs and trees will take place as required, along the fence in accordance with aesthetics and sound horticultural practice - as per the fortnight schedule.
- ❖ Dead heading of shrubs and groundcovers.
- ❖ Sweeping and raking of all areas adjacent to garden areas.

Trees/Scrubs

- ❖ All Heights tree Felling services will be required to cut, shape, and remove all debris using chainsaw.
- ❖ This should be carried out in accordance with good tree care practices.

Dumping

- ❖ Daily Litter collection of all areas and all gardening debris to be removed to an authorised dumping site.



Watering and Irrigation

- ❖ Hand watering will take place should it be required.
- ❖ Repairs of irrigation system and the maintenance of the current system.

Additional requirements

1. Supply of all assorted small garden tools
2. Pavement cleaning.
3. Annual composition must be included.
4. Cutting of weeds around the fence outside (as and when required)

Garden Consumables

- ❖ Round up weed poison
- ❖ Fertilizer

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- ❖ Round up weed poison
- ❖ Two stroke oil
- ❖ Petrol
- ❖ Dirt removal
- ❖ Black bags
- ❖ Fertilizer
- ❖ Irrigation
- ❖ maintenance of machinery
- ❖ Summer and winter annuals

4. EMPLOYEE REMUNERATION

The service provider shall be expected to remunerate its employees at the applicable rate as **per Government Gazette** and shall be expected to do so at the end of every month or at the beginning of every month over the contract period with PRASA.

5. CONTRATOR GIVING STAFF OFF

When the contractor gives his/her staff off for any of the under mentioned reasons/she should replace the number of workers that he/she has given off immediately, to keep the staff strength (numbers) at all the levels as agreed upon at all times.

- ❖ Annual, Study Leave
- ❖ Leave
- ❖ Absconded
- ❖ Sick Leave
- ❖ Strike
- ❖ Maternity Leave
- ❖ Family Responsibility



6. EQUIPMENT REQUIRED

6.1. EQUIPMENTS REQUIRED FOR SHOSHOLOZA MEYL JUNCTION

DESCRIPTION	QUANTITY
Wheelbarrow	1
Industrial hosepipe 50m	1
Bush Cutter/Grass Trimmer	1
Hedge pruner	1
Leaf blower	1
Spade	2
Fork	2
Weed sprayer	1
Brooms	2
Rakes (Various)	2
Large garden scissor	1
chainsaw	1
Small garden scissor	1

6.3. EQUIPMENTS REQUIRED FOR UMJANTSHI HOUSE

DESCRIPTION	QUANTITY
Wheelbarrow	1
Industrial hosepipe 50m	2
Bush Cutter/Grass Trimmer	1
Hedge pruner	1
Leaf blower	1
Spade	2
Fork	2
Weed sprayer	1
Brooms	2
Rakes (Various)	2
Large garden scissor	1
Small garden scissor	1
chainsaw	1
Lawn mower	1



6.4. EQUIPMENTS REQUIRED FOR GNC

DESCRIPTION	QUANTITY
Wheelbarrow	1
Industrial hosepipe	1
Bush Cutter/Grass Trimmer	1
Hedge pruner	1
Leaf blower	1
Spade	2
Fork	1
Weed sprayer	1
Brooms	2
Rakes (Various)	1
Large garden scissor	1
Small garden scissor	1
chainsaw	1
Lawn mower	1

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