



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

INTERNAL MEMO

Office of the Premier Building | Independence Avenue | Bhisho | Eastern Cape

Private Bag X0047 | Bhisho | 5605 | REPUBLIC OF SOUTH AFRICA | Website: www.ecprov.gov.za

OFFICE OF THE PREMIER THE EASTERN CAPE PROVINCE SUPPLY CHAIN MANAGEMENT	
2023 -11- 29	
1700 - 2023	
Specification verified by:	
Signature: <i>[Signature]</i>	

REVISED SPECIFICATION REQUEST FOR QUOTATIONS

Facilities unit wishes to procure services of Indoor pot-plants and maintenance of 84 Indoor plants, as per the specification below. The indoor plants and pots are to be leased to the Office of the Premier and will be comprehensively maintained by the service provider until the end of the (24) months 2 years contract.

SCOPE OF WORK

The service provider is expected to provide the following:

INDOOR PLANTS

- (i) Supply and deliver mature Indoor pot-plants that will be leased to the (OTP) ECDC for offices listed below:
 - a. It must be noted that some offices at the OTP main building already have plants. Only the maintenance of plants will be required from the service provider, whereas for other offices the supplier will supply and maintain the pot-plants.
 - b. Out of the specified number of plants, some plants will be placed in large round Orange and Green Pots, whilst the remainder will be in large, perforated pots. All plants and pots will be leased to the OTP,
 - c. Provide **90** Indoor plants and **84** matured plants for maintenance only.
- (ii) The maintenance of the indoor plants will include the following:
 - a. Every Friday of the Second Week cleaning of the plants. This will include removal of dust on the leaves and removal of dead leaves.

SUBJECT: SPECIFICATION FOR THE NEW INDOOR PLANTS 2023

- b. Every Friday of the Second Week watering of plants.
- c. Every Friday of the Second Week cleaning of all pots.
- d. Every Friday of the Second Week removal of weeds around the plants.
- e. Monthly application of insecticides.
- f. Quarterly fertilizing the plants.
- g. Replacement of any plants that are below acceptable standard.

THE OFFICES FOR DELIVERY AND MAINTENANCE OF INDOOR PLANTS, POTS, AND NEW INDOOR PLANTS

OFFICE	TOTAL NUMBER OF FLOWER IN POTS	COLOURED POTS
(OTP) ECDC Main Building	84 maintenances only	-
	18 New Medium Plants	18
	24 New Small Plants	24
	5 New Big Plants	5
STATE HOUSE (Lillian Diedericks)	6 New Big Plants	6
	4 New Medium Indoor Plants	4
(OTP 2) ERF 5000 PHASE Building	3 New Big Pot Plants	3
	30 New Small Pot Plants	30
TOTAL		90

NB: PLEASE NOTE THAT THE SUPPLIER MUST SUPPLY WITH BROUCHER PICTURES WHEN QUOTING ACCORDING TO THE ITEMS ON THE SPECIFICATION.

PREPARED BY:


PUMZA MTIYA (MS)
ASSISTANT DIRECTOR: FACILITIES MANAGEMENT

29/11/2023
DATE

APPROVED/~~NOT APPROVED~~


NTSOAKI THULO (MS)
ACTING-DIRECTOR: FACILITIES, SECURITY, RECORDS AND CORPORATE COMMUNICATIONS

29/11/2023
DATE