

Note: All tenders and quotations are done via our eProcurement system.

The information provided below is an extract from the scope of work. **To access the full set of tender documentation, suppliers must be registered on the CSD.**

If you have a MAAA CSD registration number and receive email notifications from PetroSA Procurement, you are already registered. Please log in as indicated below:

Username: MAAA...

User Code: MAAA...

Password: newuser

Should you experience any login difficulties, please contact the call centre on **012 663 8815** or email **support@intenda.net**.

If **you do not have a MAAA** CSD registration number, please click on **“Not Registered Yet”** and complete the registration process. Please refer to the guide below for assistance.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

SCOPE OF WORK

1. THE SERVICE

The Supplier shall provide comprehensive gardening services at PetroSA's premises situated at 151 Frans Conradie Drive, Parow, Cape Town.

1.1 The service and monthly fee shall include, but not be limited to, the following:

- I. Mowing of lawns and trimming of edges on a weekly basis from August to April.
- II. Mowing of lawns and trimming of edges on a fortnightly basis from May to July.
- III. Fertilise all lawns four times annually.
- IV. Weeding of garden beds on an ongoing basis.
- V. Trimming of shrubs as and when required.
- VI. Prune roses, shrubs and trees annually.
- VII. Sweeping and removal of leaves from lawns, driveways and parking areas twice per week.
- VIII. Sweeping and removal of leaves from the two reception areas daily.
- IX. Removal and replacement of old, damaged or unsuitable plants on an ongoing basis.
- X. Planting of seedlings twice per year.
- XI. Application of insecticides and herbicides as and when required.
- XII. Application of compost and mulch as and when required.
- XIII. Irrigation of the grounds as required.
- XIV. A qualified horticulturist shall visit the premises fortnightly. All visits shall be recorded in a register and made available to the PetroSA representative at the monthly meetings for review and sign-off.

- XV. Removal of cuttings and garden refuse on a weekly basis.
- XVI. Cleaning of the field area on the north-western side of the building once per month.
- XVII. Cleaning of fountains/water features, including the external Main Reception area and the Courtyard at the rear of the building.
- XVIII. Daily cleaning of the main gate entrance, parking area and area surrounding the refuse bins.
- XIX. Maintenance of flower boxes, including indoor and balcony flower boxes, shall include:
 - a. Watering of plants;
 - b. Fertilising of plants;
 - c. Pest control;
 - d. Regular plant replacement;
 - e. Cleaning of plants; and
 - f. Pruning.
- XX. Landscaping advice shall be provided upon request.
- XXI. Ad hoc workforce support shall be provided upon request.

2. SUPPLY BY THE SUPPLIER

The Supplier shall provide adequate resources, including, but not limited to, the following, to enable the proper performance of the Services:

2.1 LABOUR

The Supplier shall provide all labour, supervision, management and other personnel required for the proper performance of the Services, including:

- 1 x Supervisor on-site daily
- 4 x Gardening staff on-site daily
- 2 x General workers (ad hoc basis)

All personnel shall be suitably qualified and possess the necessary experience to perform the Services. Personnel shall have sufficient knowledge and expertise to attend to the irrigation system. PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the Services prior to commencement. PetroSA reserves the right to object to any personnel who, in terms of this Agreement, are deemed incompetent, negligent, guilty of misconduct or otherwise unsuitable. The Supplier shall immediately remove such personnel from the premises and provide a suitable replacement if required. All personnel, including casual labour, must, at a minimum, be able to read and understand safety signage.

2.2 EQUIPMENT (PLANT/TOOLS)

The Supplier shall provide all tools of trade and equipment required for the performance of the Services. The Supplier shall be responsible for determining the required tools, equipment and quantities.

The Supplier shall be responsible for the maintenance, cleaning and repair of all equipment used in the performance of the Services.

2.3 SAFETY EQUIPMENT/APPAREL

The Supplier shall ensure that all personnel engaged in the performance of the Services are provided with appropriate safety equipment and apparel, which shall be maintained in good working condition.

3. SUPPLY BY PetroSA

PetroSA shall provide the following utilities and facilities to the Supplier free of charge, unless expressly excluded elsewhere in this document:

- Locker room
- Container for storage
- Water
- Electricity

4. CHANGES TO THE SCOPE OF SERVICES

The scope of the Services may be amended by PetroSA through additions, deletions or revisions. The Supplier shall be notified of any such changes in writing by PetroSA. The Supplier shall promptly perform and strictly comply with each change when instructed by PetroSA. Any additional services arising from such changes shall be charged at the Supplier's normal or agreed rates, subject to PetroSA's prior written approval.

5. PRICING

5.1 GENERAL

No payment or reimbursement shall be due by PetroSA to the Supplier unless expressly provided for in this Agreement.

The Supplier's rates shall be fully inclusive of all costs and expenses incurred in rendering the Services pursuant to this Agreement, including protective and safety clothing, mobilisation and demobilisation costs, compliance with applicable laws, the Supplier's portion of any employee insurance and social security benefits, payroll and income taxes, levies, insurance premiums, all other statutory contributions and benefits, and all personnel-related costs, unless otherwise expressly provided for in this Agreement.

5.2 PRICE

Compensation payable to the Supplier for the full and complete performance of the Services, and compliance with all terms and conditions of the Agreement, shall be in accordance with the rates quoted below:

5.2.1 Lump Sum Fixed Price

ITEM	PRICE ® / MONTH
Lump sum fixed price for the Services	

5.2.2 Detailed Price Breakdown

Item No	Description	Frequency of service	Cost/Month (R)
1	Mow lawns and trim edges from August to April	Weekly	
2	Mow lawns and trim edges from May to July	Fortnightly	
3	Fertilise all lawns	Quarterly (four times annually)	
4	Weed beds	Continuously	
5	Trim shrubs	When required	
6	Prune roses, shrubs and trees	Annually	
7	Sweep leaves from lawns, driveways and parking areas	Twice a week	

8	Sweep leaves from the two reception areas	Daily	
9	Remove and replace old, damaged or unsuitable plants.	Continuously	
10	Plant seedlings	Bi-annually (twice per year)	
11	Spray insecticides and herbicides	When required	
12	Add compost and mulching	When required	
13	Irrigate the grounds	When required	
14	Qualified horticulturist site inspection/visit, including register recording.	Fortnightly	
15	Remove cuttings and garden refuse	Weekly	
16	Clean field area (Northwest side of building)	Monthly	
17	Clean fountains/water features – Main reception area (external) and Courtyard (rear part of building)	Continuously	
18	Flower box maintenance, including indoor and balcony flower boxes, as detailed in the scope of work.	Continuously	
	TOTAL COST PER MONTH		

Additional Services to be provided upon request at an additional charge to be agreed in writing.	Frequency	Cost per person/per day
Two general workers to be provided on an ad hoc basis to assist with general maintenance and the moving or rearranging of offices and furniture.	Upon request / ad hoc	

6. Enquiries

Any enquiries relating to this tender must be directed to Banzi Dlamini in the Tender Office at telephone number **(021) 929-3202**, or by e-mail at banzi.dlamini@petrosa.co.za.