



85 De Wiekus Rd.
Van Riebeeck Park
Kempton Park
1629

Tender number: Hoogland 002/2024

Tender closing date: 2024-02-23

Name of Tenderer: _____

The contents of this TENDER and associated appendices are confidential.

Date issued:	2024-02-1
Clarifications:	Christiaan Botha
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REQUEST FOR TENDER

for the delivery of Garden and other services to Kempton-Hoogland subject to the terms and provisions of this Agreement, as defined below: -

1. **Scope of the Service**

1.1. **Garden Services** must be provided on the church grounds, including the following areas:

- 1.1.1. the Church and Catechism Buildings.
- 1.1.2. Kairos Centre.
- 1.1.3. the terrain to the west side of the Kairos Centre.
- 1.1.4. the terrain around the wall of remembrance.
- 1.1.5. all parking areas.
- 1.1.6. the two rectory gardens.
- 1.1.7. the pavement on De Wiekus Road.
- 1.1.8. the two access roads to the Van Vliet rectory and the Kairos Centre.

1.2. **Full-time worker**

There must be at least one full time worker on the premises by the Contractor:

- 1.2.1. from Monday to Friday (8h00 to 16h00).
- 1.2.2. equipped with all the right tools for garden maintenance by the Contractor.
- 1.2.3. capable of performing his duties on site without supervision, as in 1.2.5 below.
- 1.2.4. the tenderer could opt to provide supervision for his own account or satisfaction.
- 1.2.5. the full-time worker will be designated for services in the gardens of the 2 rectories and may be used in other parts of the church gardens, if necessary, without impeding the services at the rectories.

2. **The garden service.**

2.1. **The garden service** referred to in **paragraph 1** (services at the 2 rectories are stipulated separately in 2.2 below) includes amongst others, the following:

2.1.1. **Weekly** (preferably on a Friday)

- 2.1.1.1. the grass and edges must be cut.
- 2.1.1.2. the flowerbeds must be tilled and cleaned.
- 2.1.1.3. the pavement around the church, directly to the lawns and flower beds and wall of remembrance, and in the square, must be cleaned.
- 2.1.1.4. the garden, lawns (grass areas around church and 2 houses), flowerbeds and trees must be irrigated regularly, depending on weather conditions.
- 2.1.1.5. the area outside the nursery school (Monday mornings) must be cleaned.
- 2.1.1.6. the pavement on De Wiekus Road must be cut and cleaned.

- 2.1.1.7. ensure that all paved areas are weed free.
- 2.1.1.8. remove all dead rosebuds and ensure that all flowerbeds are cleaned.
- 2.1.1.9. the areas around the wall of remembrance must be cleaned.
- 2.1.1.10. Garden refuse must be removed daily.

2.1.2. **Every 2nd week** (fortnight):

- 2.1.2.1. Check and spray roses for lice and funguses.
- 2.1.2.2. Check and spray ALL grass for weeds (spray with Super turf weeded or similar) - 2 houses and church building.
- 2.1.2.3. Chemicals to be supplied by Contractor.
- 2.1.2.4. Cut and trim shrubs and communicate with house owners weekly before work commences.

2.1.3. **Annually**

- 2.1.3.1. the planted trees on the site must be cut back.
- 2.1.3.2. weeds on lawns must be controlled and supplementary grass be planted where necessary (a quote needs to be provided);
- 2.1.3.3. The tender must include the following work (costs included):
 - a) Fertilizer for ALL grass areas (February and September - 2.3.2 or 5.1.5).
 - b) Compost for ALL flower beds once a year (Organic compost 3x6m³).
 - c) Pruning, fertilizing of ALL rose bushes (February light prune and August normal prune).
 - d) Once a year ALL trees to be pruned.
 - e) Weed control on paved area and grass area (2 x houses and Church) to be monitored weekly including "Pest control" for ants, termites etc.

2.2. **The garden service** referred to in paragraph 1.1.6 for the two **rectories** include, amongst others, the following:

2.2.1. On a **weekly** basis:

- 2.2.1.1. the grass and edges must be cut.
- 2.2.1.2. the flowerbeds must be tilled and cleaned.
- 2.2.1.3. the pavement areas be cleaned.
- 2.2.1.4. the garden, lawns, flowerbeds, and trees of the two rectories must be irrigated regularly, depending on weather conditions.
- 2.2.1.5. the worker must consult with the inhabitants of the rectories regarding services to be done in the garden.

2.2.2. On an **annually** basis:

- 2.2.2.1. The same services as stipulated in 2.1.3

3. **General requirements**

- 3.1. The successful tenderer must be registered to the Unemployment Insurance Fund and must submit the necessary proof to Kempton-Hoogland. All statutory and regulatory requirements regarding its business needs to be complied with.
- 3.2. The successful tenderer needs to have reasonable oversight of the garden workers as well as the full-time worker as to ensure a high standard of work.
- 3.3. The successful tenderer is accountable to the Facilities Service Group (Diensgroep Faciliteite) for services rendered under this agreement.
 - 3.3.1. Any service rendered or expenses incurred by the successful tenderer outside the scope of this Agreement, may only occur with full disclosure of such cost/expenses and **prior approval** thereof by the Facilities Service Group (Diensgroep Faciliteite).
 - 3.3.2. Any of the services to be rendered in respect of this tender by the tenderer that is outsourced to subcontractors by the successful tenderer, will be provided under the supervision and control of the successful tenderer who will ensure that the subcontractor performs within the provisions of this Agreement and the rules and regulations of Kempton-Hoogland.
- 3.4. All waste generated by the activities of the successful tenderer and / or its subcontractor, including tree branches when pruning, should be timely removed from the church premises by the successful tenderer.
- 3.5. All garden tools including lawn trimmers must be provided by the successful tenderer at all times be in good and safe working condition.
- 3.6. The full-time employee shall be provided with safety and protective equipment by the successful tenderer and ensure that it is worn appropriately at all times.
- 3.7. When events, services or funerals takes place during the week, the Church Office will provide such schedules and communicate with the successful tenderer and needs to be considered in the planning of this services in terms of par 3.1 above.
- 3.8. In the event of a Thursday or Friday being a public holiday, the successful tenderer will be expected to make alternative arrangements for services during the relevant week, on the Wednesday / Thursday before, or on Friday / Monday after the relevant public holiday.
- 3.9. In the event of the successful tenderer being adversely affected by inclement weather, the weekly services in terms of paragraph 3.1. and 4 will be performed on an alternative day.
- 3.10. Annual shutdowns will be negotiated during the finalization of the contract.

4. **Term of Agreement**

- 4.1. The term of the agreement will be for a period of 36 months from 1 March 2024 to 28 February 2027, with an option for both parties to renew the contract for another year, after the reviewing of the contract's specifics and the escalation of fees, with the appropriate negotiations.

4.2. Regardless of the term specified in paragraph 4.1 above, Kempton-Hoogland reserves the right to terminate the agreement within 30 days if the successful tenderer defaults in terms of the provisions of this Agreement and fails to remedy the situation within 7 days after receiving written notice from Kempton-Hoogland.

4.3. Regardless of the term specified in paragraph 4.1 above, Kempton-Hoogland reserves the right to terminate the agreement within 90 days if it becomes financially unviable to continue with the contract.

5. Invoicing

5.1. Any service rendered or expense incurred by the successful tenderer outside the scope of this Agreement may only occur with prior approval by the Facilities Service Group (Diensgroep Fasiliteite) which may require additional quotes;

5.2. Invoices (see 5.1) will be paid after authorisation by the Facilities Service Group (Diensgroep Fasiliteite) before the Church Office will pay the bill.

6. Confidentiality

This TENDER contains information that is deemed to be strictly confidential between the Tenderer and Kempton-Hoogland.

6.1. Prior to completion of any part, the document is confidential to Kempton-Hoogland, who may pass the document onto prospective Suppliers at its discretion.

6.2. Suppliers agree that they will not duplicate, distribute, or otherwise disseminate or make available this document or the information contained herein without the express written consent of Kempton-Hoogland.

6.3. The supplier may make this document available to employees who have a need to know its contents in order to participate in the preparation of the TENDER.

6.4. Additionally, suppliers shall not include or reference this TENDER in any forum without the prior written consent of Kempton-Hoogland.

6.5. Kempton-Hoogland reserves the right to recall the TENDER in its entirety or in part.

7. Guidelines for submitting a reply.

7.1. The tender submission approach.

7.1.1. Tenderers are required to complete and submit the following:

7.1.1.1. The attached schedule of rates (Annexure A).

7.1.1.2. Other appendices that the tenderer might want to submit.

7.1.1.3. Offers should be submitted in the following form: One hard copy document. The hard copy should be a print-out of the electronic copy and should consist of the four elements mentioned above.

7.1.2. All tenders should be in a sealed envelope clearly stating the relevant procurement representative, the tender number, closing date, and time. This sealed envelope containing both the hard copies must be in the above-mentioned person's hands before the submission deadline indicated in 2.2. No e-mailed submissions will be accepted.

7.1.3. Kempton-Hoogland reserves the right to discard your quote if it does not conform to the instructions mentioned in this document. Kempton-Hoogland may or may not contact the supplier for confirmation. Should any dispute arise over any section of the tender, the hard copy submission of the tenderer will serve as primary and final reference.

7.2. Submission Deadline

The deadline for Kempton-Hoogland to receive your submission is 2024-02-23. Kempton-Hoogland reserves the right to disregard any late submissions. The tenders must be hand delivered to the Church Office for the attention of Mrs. Hendrieka Van Staden. The office hours are from Monday to Friday from 08:00 to 13:00.

8. Supplier Evaluation Criteria

Kempton-Hoogland is seeking reliable, financially stable suppliers who can meet its stringent cost, quality, and service requirements. Amongst other, tenderers will be evaluated on the following criteria:

- 8.1. Competitive Pricing.
- 8.2. History of continuous improvement and ability to provide ongoing cost improvement initiatives.
- 8.3. Previous performance, references and customer base.
- 8.4. Capacity to handle the volumes required by Kempton-Hoogland.
- 8.5. Safety, Health and Environmental approach.
- 8.6. Quality of product and service.
- 8.7. Geographical location / coverage.
- 8.8. Financial condition of supplier.
- 8.9. Delivery capability and lead times.
- 8.10. Payment terms.
- 8.11. After sales support.

It is the intention of Kempton-Hoogland to award any resulting contract/s based upon information contained in this TENDER and any related negotiations. Kempton-Hoogland reserves the right to reject any or all quotes or any portion thereof. Neither receipt of tender nor failure to reject tender shall constitute any legal obligation on Kempton-Hoogland.

9. Supplier Details

Kempton-Hoogland would like to better understand the suppliers with whom they seek to establish potential long-term strategic alliances and partnerships.

Company Overview	
Registered name	
Trading name	
Registration number of company, close corporation/ partnership	
Chairman and Chief Executive Officer	
Director(s) of the company, member(s) of the close corporation(s) or partner(s) of the partnership on whose behalf the tender is submitted	
Date on which organisation was established	
Contact Details	
Business address	
E-mail address:	
Web Site address:	
Telephone details (Landline and mobile phone details if possible)	
Company VAT. Number	
Partnerships and Alliances	
State here if the tender is submitted on behalf of a company or partnership other than the one whose details are specified above	

Failure to furnish all correct information may lead to the disqualification of the tender. If the space is insufficient for all the relevant information, tenderers must furnish the required information separately.

Cost Breakdown Description	Price	Comment

10. References / Customer Base

Please provide references of your clients

Current clients	Contact details	Size of account (monthly bill)

11. Tenderer's Capacity

What percentage of your total turnover will the Kempton-Hoogland account constitute, should you be awarded the sole supplier for this work? An exact answer is not required, but rather an indication, accurate to the nearest 5%.

Percentage of turnover:	
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12. Safety, Health and Environment (SHE)

Describe your dedication to quality aspects, and refer in particular to the questions below:

To what extent have you implemented a Health & Safety programme? Please provide detail and attach proof.	
What is your capacity to respond to emergency situations (e.g. injury)?	
SHE certifications.	
Risk Assessment	

Please provide details of your SHE certifications and accreditations regarding this commodity.

13. Sub-contractors

The tenderer must provide details of all sub-contractors used in the supply of the items to Kempton-Hoogland

Sub-contractor	Address	Used for

14. Site Inspection

Site inspection can be arranged with the contact person mentioned in this document at any time with prior arrangement.