



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

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## TENDER NO. CPTYT35/22

ADVERT DATE: 28/11/2022

CLOSING DATE: 20/01/2023

### Addendum No. 1

**CPT YT35/22 - THE PROVISION OF A PANEL FOR GARDEN MAINTENANCE, TREE MAINTENANCE, FIREBREAK AND PLOT MAINTENANCE SERVICES FOR NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE WESTERN CAPE AS AND WHEN NEEDED FOR A PERIOD OF 36 MONTHS:  
AREA 5**

THE FOLLOWING AMENDMENTS / CHANGES / CLARIFICATION IS MADE TO THE ABOVE STATED TENDER DOCUMENT.

- PA-04 (GS) – Functionality criteria “Quality/performance evaluation. (Page attached)
- Bidder Quality Performance Evaluation form (QP-01).(page attached)
- Revised PA-11 Bidder’s disclosure. (attached – 3 pages)
- Schedule C of price schedule for area 6. (attached – 3 pages)

#### NOTES

1. ALL NOTICES TO TENDERERS FORM PART OF THE TENDER AND MUST BE SIGNED AND SUBMITTED WITH THE TENDER DOCUMENTS.
2. TENDERERS MUST COMPLETE AND SIGN ALL PAGES OF THESE NOTICES TO TENDERERS I.E. ACCEPTANCE AND INCORPORATION OF ADDENDUMS.

Regards

DEPUTY DIRECTOR: SCM



ACCEPTANCE AND INCORPORATION OF ADDENDUM NO. 1

**CPT YT35/22 - THE PROVISION OF A PANEL FOR GARDEN MAINTENANCE, TREE MAINTENANCE, FIREBREAK AND PLOT MAINTENANCE SERVICES FOR NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE WESTERN CAPE AS AND WHEN NEEDED FOR A PERIOD OF 36 MONTHS:  
AREA 5**

I/We accept that Addendum No. 1 forms part of this tender document.

I/We confirm that I/We –

- (a) have taken note of the contents of this Addendum,
- (b) have fully considered this Addendum, and
- (c) Have incorporated the amendments and additions contained in this Addendum into my/our tender for contract.

SIGNED ON BEHALF OF THE TENDERER :.....

NAME OF SIGNATORY:  
(BLOCK LETTERS)

NAME OF TENDERER:  
(BLOCK LETTERS)

TENDERER'S ADDRESS:

.....  
.....

TENDERER'S TEL-NO :

.....

TENDERER'S FAX-NO :

.....

AS WITNESSES:  
(SIGNATURES)

1.

.....

2.

.....

NAMES OF WITNESSES  
(BLOCK LETTERS)

1.

.....

2.

.....

DATE: .....

QUALITY / PERFORMANCE EVALUATION															
<p>References listed on the DPW-09 will be used to obtain the quality of work. Bidders must provide contactable references (inclusive of contact person and his/her contact details). The bidder must forward/submit the standard template (QP-01) attached in the tender document to the referees to complete as listed on the DPW-09 and it must be signed and stamped. The duly completed, signed and stamped QP-01 form must be attached to the tender document and submitted on/or before closing date.</p> <p>(The projects submitted for experience, quality / QP-01 must correspond with projects listed on the DPW-09).</p> <p>The bidder must submit quality form for each project listed on the DPW-09.</p> <p>Failure to submit quality forms (QP-01) will lead to no scoring of points in this criteria.</p> <table border="0"> <tr> <td>a) Successfully completed 5 projects</td> <td>5 points</td> </tr> <tr> <td>b) Successfully completed 4 projects</td> <td>4 points</td> </tr> <tr> <td>c) Successfully completed 3 projects</td> <td>3 points</td> </tr> <tr> <td>d) Successfully completed 2 projects</td> <td>2 points</td> </tr> <tr> <td>e) Successfully completed 1 projects</td> <td>1 point</td> </tr> </table>	a) Successfully completed 5 projects	5 points	b) Successfully completed 4 projects	4 points	c) Successfully completed 3 projects	3 points	d) Successfully completed 2 projects	2 points	e) Successfully completed 1 projects	1 point	30				
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c) Successfully completed 3 projects	3 points														
d) Successfully completed 2 projects	2 points														
e) Successfully completed 1 projects	1 point														
<p><b>RESOURCES: EQUIPMENT FOR GARDENING SERVICE</b></p> <p>The bidder must provide valid proof of ownership of the Machinery and Equipment.</p> <p>The bidder must prove ownership by means of submitting:          Asset Register signed by the accountant or auditor of the machinery and equipment OR          Lease Agreement signed by both parties (lessee and lessor and must be valid for the duration of the contract) OR          A signed letter of intent to lease or buy machinery and equipment.</p> <p>If the bidder submits a Letter of Intent to lease or buy, the machinery and equipment must be provided within 7 calendar days if awarded the tender.</p> <p>The following machinery and equipment are required:</p> <p>The following machinery and equipment are required:</p> <table border="0"> <tr> <td>Heavy duty Brush cutter</td> <td>x2</td> </tr> <tr> <td>Heavy duty Chainsaws</td> <td>x2</td> </tr> <tr> <td>Kudu/ Push / Ride-on / Industrial mowers</td> <td>x1</td> </tr> <tr> <td>Tractor and slasher</td> <td>x1</td> </tr> <tr> <td>Garden tools, i.e rakes, forks, spade,ect</td> <td>x5</td> </tr> </table> <p>Scoring:</p> <table border="0"> <tr> <td>Proof of ownership/lease agreement</td> <td>5 points</td> </tr> <tr> <td>Letter of intent to lease or buy</td> <td>3 points</td> </tr> </table>	Heavy duty Brush cutter	x2	Heavy duty Chainsaws	x2	Kudu/ Push / Ride-on / Industrial mowers	x1	Tractor and slasher	x1	Garden tools, i.e rakes, forks, spade,ect	x5	Proof of ownership/lease agreement	5 points	Letter of intent to lease or buy	3 points	20
Heavy duty Brush cutter	x2														
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Proof of ownership/lease agreement	5 points														
Letter of intent to lease or buy	3 points														



## Bidder Quality Performance Evaluation

**Description:** The Bidder to Demonstrate Competence and Experience in Delivering Key Projects Similar to Garden Maintenance, Plot Maintenance, Firebreak maintenance and Tree Maintenance Services.

The Employer: .....

Bidders Name: ..... Project Value: R.....

Duration: .....

Brief description of work done by bidder:

.....  
.....  
.....

**Will Require References and pose the following questions:**

STATEMENT	Excellent 5	Good 4	Satisfactory 3	Poor 2	Very Poor 1
1) Adhered strictly to the terms of contract and all contractual instructions and directions issued by the employer from time to time.					
2) Responded promptly and timeously to Queries and complaints raised by the Employer in regard to work executed.					
3) Manifested the required degree of Competence, Expertise and Skills.					

Name of Valuator: .....

Position: .....

Contact Number: .....

Date: .....

E-mail Address: .....

Contact No.: .....

This document should be completed in full.



## REVISED PA-11: BIDDER'S DISCLOSURE

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

<sup>1</sup> The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**REVISED PA-11: BIDDER'S DISCLOSURE**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be,

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**REVISED PA-11: BIDDER'S DISCLOSURE**

disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**4GARDEN MAINTENANCE, TREE MAINTENANCE, FIREBREAKS AND PLOT MAINTENANCE SERVICES FOR THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE WESTERN CAPE AS AND WHEN NEEDED FOR A PERIOD 36 MONTHS IN AREA 5**

**SCHEDULE C**

**PRICE SCHEDULE**

**AREA 5**

1. **NB:** THIS PRICING SCHEDULE MUST BE COMPLETED IN FULL AND SUBMITTED TOGETHER WITH THE BID.
2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
3. **10 GROUNDSMAN, 2 DRIVERS WITH 1 SUPERVISOR** SHOULD BE APPOINTED FOR THIS AREA.
4. THE BIDDER MUST ADHERE/ COMPLY WITH THE NATIONAL MINIMUM WAGE RATES AS STIPULATED IN THE NATIONAL MINIMUM WAGE ACT NO.9 OF 2018.
5. THE DEPARTMENT WILL ONLY CONSIDER PRICE ADJUSTMENTS BASED ON ANNUAL LABOUR SECTORIAL LEGISLATION INCREASES.
6. NO ADDITIONAL CLAIMS FOR WHATEVER REASON, EXCEPT INCREASE OR DECREASE IN VAT WILL BE ENTERTAINED OVER THE 3 YEAR PERIOD.

**SALARIES AND WAGES: BIDDER'S OWN PERSONNEL**

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATES PER MONTH	BIDDER AMOUNT PER 36 MONTHS
Supervisor	@ R 37,14	1	R	R
Driver	@ R 30,35	2	R	R
Grounds man	@ R 23,19	10	R	R
UIF (Supervisor)	1% of annual basic salary	1	R	R
UIF (Driver)	1% of annual basic salary	2	R	R
UIF (Grounds man)	1% of annual basic salary	10	R	R



**4GARDEN MAINTENANCE, TREE MAINTENANCE, FIREBREAKS AND PLOT MAITENANCE SERVICES FOR THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE WESTERN CAPE AS AND WHEN NEEDED FOR A PERIOD 36 MONTHS IN AREA 5**

Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly wage / salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Driver)	R1.6% of total monthly wage / salary	2	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Grounds man)	1.6% of total monthly wage / salary R	10	R	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Driver)	1% of salary/wage	2	R	R
Skills Development Levy (S.D.L.) (Grounds man)	1% of salary/wage	10	R	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wage	1	R	R
Provident Fund (Driver)	5.25% of basic monthly salary/wage	2	R	R
Provident Fund (Grounds man)	5.25% of basic monthly salary/wage	10	R	R
<b>Total Salaries and Allowances</b>			R	R

OPERATIONAL COSTS	QTY	COST PER MONTH EXCL.VAT	TOTAL AMOUNT (36 MONTHS) EXCL.VAT
Transport Costs		R	R
Garden Maintenance	Per m <sup>2</sup>	R	R
Tree Maintenance <i>Pruning branches, 50% lopping- and felling of trees etc.</i>	Per m <sup>2</sup>	R	R
Firebreak	Per m <sup>2</sup>	R	R
Plot Maintenance	Per m <sup>2</sup>	R	R

**4GARDEN MAINTENANCE, TREE MAINTENANCE, FIREBREAKS AND PLOT MAINTENANCE SERVICES FOR THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE IN THE WESTERN CAPE AS AND WHEN NEEDED FOR A PERIOD 36 MONTHS IN AREA 5**

Profit / mark-up	%	R	R
Operational Costs		R	R
VAT 15% (IF VAT VENDOR)		R	R
Total Operational Cost		R	R
<b>GRAND TOTAL FOR 36 MONTHS : Salaries &amp; Allowances and Operational Costs WRITTEN IN FIGURES</b>	R		
<b>GRAND TOTAL for 36 MONTHS: Salaries &amp; Allowances and Operational Costs WRITTEN IN WORDS</b>			

- The total offer in this pricing schedule must be carried over to the PA32 (Invitation to Bid).
- Failure to transfer the total offer to PA-32 will lead to the disqualification of your bid.
- In the event there is a difference between the Offer in words and the offer in figures, the offer in words supersedes the offer in figures provided the offer in words is valid and not higher than the offer in figures.
- If the offer in words is invalid and not readable, it will lead to disqualification.
- It is mandatory for bidders who are VAT vendors to include Vat in their offers.

SIGNED: \_\_\_\_\_

NAME OF SERVICE PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**GENERAL**

Inquiries may be directed to the following officials:

**Administration/SCM enquiries: Ms. Busisiwe Sondishe** Tel. number: 021 402 2242  
Email: [Busisiwe.Sondishe@dpw.gov.za](mailto:Busisiwe.Sondishe@dpw.gov.za)

**Technical Enquiries :** **Mr. MAE Jantjies** Mobile: 079 872 8631  
Email: [mae.jantjies@dpw.gov.za](mailto:mae.jantjies@dpw.gov.za)

**OR**

**Ms E Bessick** Mobile: 082 852 5263  
Email: [Elizabeth.bessick@dpw.gov.za](mailto:Elizabeth.bessick@dpw.gov.za)