

BALLITO URBAN IMPROVEMENT PRECINCT (UIP)

**CALL FOR QUOTATIONS FOR THE PROVISION OF LANDSCAPING MAINTENANCE AND
GENERAL CLEANING SERVICES**

SEPTEMBER 2015

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SECTION 1 - INVITATION

You are hereby invited to quote for the landscaping maintenance and general cleaning services being services (sweeping, litter picking, small maintenance projects etc.), in accordance with the conditions and specifications as described below.

A site meeting will be held at 12h00 on Monday 21 September 2015 at the Ilember Chamber of Commerce Industry & Tourism, Unit 14, The Quarter, 1 Stewart Drive, Ballito Business Park. Bidders are advised to scrutinize this document prior to the site meeting.

The Contractor's sealed quotation marked **QUOTATION FOR THE LANDSCAPE MAINTENANCE AND GENERAL CLEANING SERVICES – BALLITO UIP** to be delivered by 12h00 on 2 October 2015 to the Ilember Chamber of Commerce Industry & Tourism, Unit 14, The Quarter, 1 Stewart Drive, Ballito Business Park. Late submissions will not be accepted.

The Ballito UIP is not bound to accept the lowest or any quotation in part or in full, and reserves the right to accept the quotation which the Ballito UIP deems to be the best suited to fulfill the service.

Brian Wright
Ballito UIP
Email: brian@urbanmgt.co.za
Cell: 083 324 3367

SECTION 2 - CONTRACTORS BUSINESS DETAILS

NAME OF BUSINESS:.....

BUSINESS REGISTRATION NUMBER:.....

TRADE NAME/S OF BUSINESS:

REGISTERED ADDRESS OF BUSINESS:

PHYSICAL ADDRESS OF BUSINESS:.....

POSTAL ADDRESS OF BUSINESS:

DESIGNATED AUTHORISED PERSON.....

TEL No.....CELL No.....EMAIL:.....

NAMES & ADDRESSES OF DIRECTORS/MEMBERS/PARTNERS/PROPRIETORS

FULL NAMES	RESIDENTIAL ADDRESS	ID No.....
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- | | | |
|---------|--|--|
| 1. | | |
| 2. | | |
| 3. | | |

TRADE REFERENCES (PLEASE SUPPLY FOUR)

NAME	ADDRESS	TEL No.
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- | | | |
|---------|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

BANKERS DETAILS :

1. Bank:.....
2. Branch:.....
3. Telephone Number:.....
4. Responsible Official:.....

SECTION 3 - GENERAL CONDITIONS OF QUOTATION

This Document contains pages numbered consecutively under each Section. Contractors are required to check the numbers of the pages, and should any be found to be missing or in duplicate, or the figures or writing to be indistinct, or the pages contain any obvious errors, you are to inform the UIP contact person at once so that rectifications may be made before your quotation is submitted. No liability whatsoever will be admitted in respect of errors in any quotation due to the foregoing.

1. Correctness of Documents

The Contractor is required to satisfy himself that the Documents received are correct, complete and sufficient to be the basis of a bona fide quotation.

2. Definitions and Interpretation

"UIP" means: Urban Improvement Precinct – the Contracting Party

"UIP Representative" means: the nominated representative of the UIP

"Precinct Manager" means: the UIP Precinct Manager to which the contract will report

"Contractor" means: the service provider duly appointed by the UIP and his representatives

3. Submission of Quotation

Your quotation may not be regarded as bona fide and complete unless it comprises the return of, complete in all respects, with all insertions in BLACK INK, the Quotation and Annexures and Contractor's Business Details.

No unauthorized alteration shall be made to this quotation document. Corrections to inscriptions must be initialed by the Contractor.

Non-compliance with the above may lead to the rejection of the quotation.

4. Queries from Contractors

Any questions, which Contractors may wish to raise on this Quotation, shall be addressed to Brian Wright Cell 083 324 3367, email brian@urbanmgt.co.za

7. Authority of Signatory

Signatories for Companies are required to establish their authority by enclosing with their quotation a copy of the relevant resolution of their Board of Directors, duly signed and dated (See Annexure 'B')

8. Expenses in Preparation of Quotations

The UIP will not be responsible for, nor pay for any expenses or losses which the Contractor may incur in the preparation of this Quotation.

9. Closing Date for Submission of Quotations

The Contractor's sealed quotation marked QUOTATION FOR THE LANDSCAPE MAINTENANCE AND GENERAL CLEANING SERVICES – BALLITO UIP to be delivered by 12h00 on 2 October 2015 to the Member Chamber of Commerce Industry & Tourism, Unit 14, The Quarter, 1 Stewart Drive, Ballito Business Park. Late submissions will not be accepted.

10. **Quotation Procedure**

- (a) Opening
The quotation, which must be properly marked and received, will be opened in private by the Precinct Manager and UIP Director, at The UIP's office at the appointed time.
- (b) Rejection
The quotation may be rejected if it makes any qualified, conditional, alternate or incomplete offers.
- (c) Withdrawal
The Contractor may withdraw his quote without incurring any liability provided written notice to that effect is in the hands of the UIP prior to the closing time and date.
- (d) Reservation
The UIP does not bind itself to accept the lowest quotation or any quotation at all.

11. **Business Details**

The UIP reserves the right to appoint a firm of Chartered Accountants or to request Credit Information to report on the financial capacity of any Contractor. The Contractor shall provide all reasonable help in such investigations and must provide their BUSINESS DETAILS requested on page 3 of this document.

The UIP also reserves the right to approach the Contractor's banker or guarantor(s), as indicated in the document, with a view to ascertaining the financial standing of the Contractor.

13. **Schedule of Experience**

The Contractor is required to give satisfactory evidence that he has had actual experience in the class of work that is being quoted on by completing Annexure "A" : SCHEDULE OF EXPERIENCE contained in this document.

14. **Price Increases**

Increases for all areas will only be considered annually three (3) months prior to the anniversary date of the existing contract and will be effective from the anniversary date of the following year.

Justification for any price increase must be fully motivated in writing and should be supported by a full set of accounts for evaluation.

The contract can be terminated by either party by giving three calendar months written notice should agreement not be reached on a negotiated price increase.

Statutory Price Increases

Statutory price increases will only be applied to the wage and fuel component of the contract, the annual CPI percentage rate will be applied to the remainder of the contract cost.

A detailed statement indicating the effect that the increases will have on his operation will be required together with the appropriate Government Gazette Notice in which the statutory price increases are published.

15. **VAT**

The quoted rates are to be exclusive of VAT (Value Added Tax).

16. **Occupational Health and Safety (OHS) Act Agreement**

The successful Contractor shall, when called upon to do so, enter into and execute an agreement with the UIP as provided for under Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended. A Pro Forma of same is bound into this document under Section 9.

17. **Insurances to be effected by the Contractor**

The successful Contractor is to provide as a minimum, a valid Public Liability Insurance for no less than R5 000 000, (Five Million Rands), for the duration of the Contract and shall provide the UIP with copy of the policy and all renewals at all times. The Contractor is liable for all costs relating to the Policy.

The Contractor shall in addition to Public Liability Insurance meet all statutory regulations and have sufficient cover to indemnify the UIP from any claims whatsoever that could be incurred from the execution of the works for the duration of the Contract. A copy of this policy is required prior to the Contractor starting any work on site.

18. **UIP's Obligation to Pay**

The UIP shall pay the amount/s due to the Contractor the quantities and extended amounts and totals for the invoice having been agreed to and signed by the UIP within 30 days of the month of services rendered. Invoices are to be received by the UIP by the 20th day of each month of service rendered.

SECTION 4 – SPECIAL CONDITIONS

1. CONTRACT ROLL OUT AND INVOICING

As this is the first year of operation revenue receipts from the municipality will determine the rollout timing and resourcing level of this contract. It is anticipated that the initial resourcing rollout is reflected by the quotation table, however initially manpower may be less or more than the quotation calls for and will be ramped up as revenue increases. Note that the monthly billing will be as per the actual deployed manpower and grass cutting service and calculated at the specified unit rate and not necessarily the quotation offer provided by the Contractor.

2. SOUTH AFRICAN LANDSCAPE INSTITUTE (SALI) – MEMBERSHIP

The successful contractor must be a current member of SALI and remain a member in good standing during the course of this contract and agree to abide by this organisation's rules and standards of service.

3. STAFFING

The Contractor shall, if and when required by the UIP, furnish all wages, salaries and designations of its employees working on the UIP contract

The successful contractor will be required to source the site supervisor, fill in supervisor and all staff from the Ballito area

The Contractor if appointed will be required to provide a schedule indicating all the staff deployed on the contract. This schedule must provide the following information:

- Name
- Identity Number
- Address
- Position
- Wages/salary

4. GRASS CUTTING

Grass cutting will not be done by the contracted staff deployed to site. It will need to be done by a separate crew

Cutting schedule:

- Once a week in summer i.e. 01 October - 31 March of each year
- Once every 2 weeks in winter i.e. 01 April - 30 October of each year

SECTION 5 - MAINTENANCE SPECIFICATION

1. Commencement of Maintenance Period

Maintenance period shall commence as per the letter of appointment and be for a period of 3 three years plus 1 year subject to the UIP's approval.

2. Contract overview

The landscape maintenance and cleaning contract forms one component of a holistic approach to urban management with the aim of ensuring a desirable urban environment within the Ballito UIP precinct boundaries. To see more on the UIP aims and delivery see www.umhlangauip.co.za and www.floridaroaduip.co.za

The contract calls for the provision of landscaping maintenance and general cleaning services including but not limited to sweeping, litter picking, small maintenance projects etc.

The contract has two separate components:

- Provision of staff including supervisors and utility staff
- Grass cutting

The on-site staff will be managed and report to the UIP Precinct Manager

3. Contract administration

3.1. Weekly contact management meeting with the UIP Precinct Manager

- 3.1.1. Review of cleaning & greening SLA checklist – corrective action if required
- 3.1.2. Review of landscape maintenance SLA checklist – corrective action if required
- 3.1.3. Workplan performance assessment - corrective action if required

4. Supervisors and utility staff:

- 4.1. Supervisors and staff to work an 8 hour day (excludes breaks) in a 5 day working cycle which equates to an average of 22.5 working days per month. The 8 hour work day will be split in two shifts covering the time 06h00 – 18h00.
- 4.2. Rostering of staff will be co-ordinated by the UIP Precinct Manager
- 4.3. Supervisors to experienced and be hands-on
 - 4.3.1. A supervisor to be present on site from 06h00 – 18h00
 - 4.3.2. Two supervisors to be provided
 - 4.3.2.1. Lead supervisor
 - 4.3.2.2. Fill in supervisor
- 4.4. In a 5 day working cycle weekends are considered as normal working days
- 4.5. All public holidays to be worked
- 4.6. Leave pay provision is to be made for all supervisors and utility staff to ensure replacement when on leave
- 4.7. Shift times for all staff
 - 4.7.1. 06h00 – 15h00
 - 4.7.2. 09h00 – 18h00
- 4.8. Tea and lunch breaks for all staff
 - 4.8.1. 09h00 – 09h30
 - 4.8.2. 12h00 – 12h30
 - 4.8.3. 15h00 – 15h30
 - 4.8.4. Attendance registers and utility staff daily reports and bag totals
- 4.9. Uniforms and protective clothing:
 - 4.9.1. All workers are to be adequately equipped and be attired in appropriate protective clothing at all times. This includes safety boots and reflective vests.
 - 4.9.2. Uniforms to be approved by the UIP and co-branded with UIP branding
 - 4.9.3. All staff on site to wear identification badges as approved by the UIP
 - 4.9.4. Contractor to provide: boots, overall pants and Jackets, protective / safety gear and brooms
 - 4.9.5. UIP to provide shirts and hats
- 4.10. Tools and equipment as per contract
 - 4.10.1. Must be in daily working order at all times

5. Supervisor Job Description

5.1. Purpose of Job:

Ensure a high quality urban environment within the precincts that is clean, green and maintained, providing an exceptional experience of public place

Key Performance Areas (KPA) including but not limited to the following:

5.2. Property owners and tenants

- 5.2.1. Relationship building with property owners and tenants and responding to service requests

5.3. Municipality Service Delivery

- 5.3.1. Build mutually beneficial relationships with municipal departments on behalf of the precinct members while integrating municipal and UIP services aimed at optimising service delivery, specifically:
 - 5.3.1.1. Parks
 - 5.3.1.2. Beaches
 - 5.3.1.3. Street cleaning

5.4. Supervisor General Tasks

- 5.4.1. Coordination / integration with the various municipal departments to optimise service delivery
- 5.4.2. To establish all contractors and municipal service staff contact details who do any repairs in public areas
- 5.4.3. Supervision of utility staff 7 days a week
- 5.4.4. Supervisor - equipment to be carried at all times
 - 5.4.4.1. UIP radio
 - 5.4.4.2. Multipurpose tool
 - 5.4.4.3. Small note book
 - 5.4.4.4. Pen
 - 5.4.4.5. Camera
- 5.4.5. Identification and completion of special projects
- 5.4.6. General maintenance requirements as and when required
- 5.4.7. Taking before and after photos of tasks completed
- 5.4.8. Defects on private property to be reported
- 5.4.9. Graffiti to be removed within 24 hours
- 5.4.10. Poster removal:
 - 5.4.10.1. Illegal
 - 5.4.10.2. Expired
 - 5.4.10.3. Damaged
 - 5.4.10.4. All old poster ties on poles to be cut off
- 5.4.11. Defects in public area to be reported:
 - 5.4.11.1. Lights
 - 5.4.11.2. Blocked drains
 - 5.4.11.3. Storm water
 - 5.4.11.4. Vandalism
 - 5.4.11.5. Damage to infrastructure etc.

6. Utility Staff

6.1. Daily duties – as specified from time to time which include but not limited to:

- 6.1.1. General litter pick and sweeping as specified
- 6.1.2. Beach cleaning
- 6.1.3. Change bins
- 6.1.4. Clear stormwater drains
- 6.1.5. Cleaning of signage
- 6.1.6. Graffiti, poster and sticker removal
- 6.1.7. Special projects
- 6.1.8. General maintenance
- 6.1.9. Landscape maintenance / horticulture
- 6.1.10. Faults and defects are to be reported to UIP management.

SECTION 6 - QUOTATION

TO:

QUOTATION FOR THE LANDSCAPE MAINTENANCE AND GENERAL CLEANING SERVICES

The Precinct Manager,

Having examined the Specification and Bill of Quantity and acquainting ourselves with the extent of the work for the above area,

I/We offer to complete the whole of the said Works in conformity with the Specification for the sum of R _____ per month

In words: R _____

Bill of Quantities - Monthly Cost Excluding VAT

Staff / Service	Quantity	Cost per Unit	Total Cost
Supervisor	1		
Supervisor leave replacement	1		
Supervisor fill in	1		
Supervisor fill in leave replacement	1		
Utility staff	16		
Utility staff leave replacement	16		
Grass cutting per sqm	23 000		

R

or such other sum as may be ascertained in accordance with the documents.

I am/We are,

Yours faithfully,

NAME: _____ DESIGNATION: _____

SIGNATURE _____ ON BEHALF OF _____

ADDRESS _____

CONTACT NUMBER: _____

DATE _____

WITNESSES: 1. _____ 2. _____

SECTION 7 - ANNEXURES

ANNEXURE A - PREVIOUS LANDSCAPING MAINTENANCE EXPERIENCE

Contractors to supply details of work of a landscaping nature recently undertaken by them. The information shall include a description of the works, type of construction, the contract value and the names of the UIP

DESCRIPTION OF WORKS	DATES	VALUE	CLIENT AND CONTACT PERSON	TEL. NO.

SIGNATURE OF CONTRACTOR

SECTION 8 - ARTICLES OF AGREEMENT

NOTE: This document is not to be completed until after the contract has been awarded.
Articles of Agreement entered into between

BALLITO UIP (hereinafter called "UIP") represented herein by:

in his capacity as the Director / Nominated Representative of the one part, and

hereinafter called "The Contractor" of the other part

WHEREAS the UIP is desirous of the landscape maintenance and general cleaning services as detailed in this document and has caused to be prepare the necessary conditions and scope describing the work to be done.

AND WHEREAS the said Conditions, Specifications and Service Level Agreement as provided have been accepted by the parties as relative hereto and have been signed by the Contractor.

NOW it is hereby agreed as follows :-

1. The Contractor will, subject to the said conditions, execute and complete the said works and supply and provide all the labour, uniforms, equipment and everything which may be necessary for the entire completion of the works in accordance with the said Contract requirements.

1. The UIP will pay the Contractor the sum (free of VAT) of (In words)

per month for landscape maintenance and general cleaning services as specified in this document or any other such sum as shall become payable at the times and in the manner specified in the said conditions.

4. The said conditions, specification, Service Level Agreement shall be read and construed as forming part of the Agreement.

THUS DONE AND SIGNED AT _____ by or on behalf of the

UIP on the _____ day of _____ 2015 in the presence of the undersigned witnesses.

SIGNATURE: _____

WITNESSES: 1) _____ 2) _____

THUS DONE AND SIGNED AT _____ by or on behalf of the

CONTRACTOR on the _____ day of _____ 2015 in the presence of the

undersigned witnesses.

SIGNATURE: _____

WITNESSES: 1) _____ 2) _____

SECTION 9 - OCCUPATIONAL HEALTH & SAFETY ACT (1993)

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (ACT 130 OF 1993) AS AMENDED FROM TIME TO TIME

It will be the responsibility of the Contractor to comply with all provisions of the above Acts as amended from time to time, or any new legislation introduced that supersedes, or is complementary to, existing legislation.

The Contractor will be required to provide their COID number to the UIP prior to being given access to the site.

The Contractor is required to provide the Precinct Manager with the names of their safety representatives as well as copies of their monthly/quarterly safety meetings and incident reports.