

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF GARDENING AND GROUNDS MAINTENANCE SERVICES AT SENTECH CAPE TOWN OFFICES FOR A PERIOD OF THREE (3) YEARS		
Quotation or Proposal no:	RFX6000003765		
RFQ Issue date:	27 October 2026		
Briefing session	13 November 2026 39b Silwerboom Avenue Cape Town @10:00		
Closing date:	27 November 2026		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Zanele Zulu
Telephone no:	011 471 4000
E-mail:	Quotations6@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in _____ words)

.....

.....

.....

.....Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s) _____

Capacity _____

**For the
tenderer:** _____

Name & signature of witness	<p>.....</p> <p><i>(Insert name and address of organisation)</i></p> <p>_____</p> <p>Date</p>
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Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(
s)

Name(s)

Capacity

**for the
Employer**

Name &
signature
of witness

*(Insert name and address of
organisation)*

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

1.1. Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

1.2. Quotations must be in a Company Letterhead.

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

2. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made.

Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

7. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	<p>1. Stage 1 – Administrative Responsiveness Evaluation</p> <p>All the Quotations will be evaluated against the Administrative responsiveness requirements as set out in section 2 of the RFQ Data.</p> <p>2. Stage 2 – Functional Evaluation Criteria</p> <p>The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</p> <p>3. Stage 3 – Price and Preference</p> <p>Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20</p> <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p>
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7.1. Mandatory Evaluation Criteria

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
Valid COIDA Certificate		Attach a valid Letter of Good Standing from the Department of Labour/FEM. COIDA's Nature of Business to be aligned to Gardening Services	
Valid CIDB Certificate		Attach a valid CIDB Certificate: 1 SH and above	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.			

Functional Evaluation Criteria

Functional criteria	Evidence	Points
<p>1.COMPANY EXPERIENCE AND RELEVANT CONTRACT EXPERIENCE</p> <p>The Bidder shall submit a Company Profile demonstrating its experience in providing gardening, landscaping and grounds maintenance services.</p> <p>The evaluation shall consider the length of time the company has been operating in the relevant field and its experience with commercial/institutional grounds.</p> <p>Above Two (2) years of experience30 points</p> <p>Thirteen (13) to 24 months of experience15 points</p> <p>Six (6) - 12 months of experience.....5 points</p> <p>Less than 6 months experience..... 0 points</p>	<p>The Bidder shall submit:</p> <ul style="list-style-type: none"> • Company Profile. • Description of relevant gardening and grounds maintenance services. • Details of significant/current or completed contracts, including client, scope and contract period. • The Bidder's company experience must be relevant to the services required under this RFQ. 	30
<p>2.Company Payslip</p> <p>Service provider to provide dummy pay slip of the Gardener</p> <p>Payslip Submitted10 points</p> <p>Payslip not Submitted0 points</p>	<ul style="list-style-type: none"> • Attach Payslip in company letterhead 	10

Client References	Each reference should contain, where possible:	
<p>3.CLIENT REFERENCES / TRACK RECORD – 30 POINTS</p> <p>The Service Provider shall provide one (1) to three (3) client reference letters demonstrating experience in providing gardening, landscaping and/or grounds maintenance services.</p> <p>This criterion will assess the Bidder's demonstrated performance for previous or existing clients, rather than simply the number of years the company has been operating.</p> <p>Reference letters should be on the client's official letterhead and contain contactable details.</p> <p>Valid Client References</p> <ul style="list-style-type: none"> • Three (3) or more valid references30 Points • Two (2) valid references 20 Points • One (1) valid reference 10 Points • No valid references 0 Points 	<ul style="list-style-type: none"> • Client name. • Contact person. • Contact number and/or email address. • Description of gardening/landscaping services provided. • Contract period. • Confirmation that the services were completed satisfactorily or are currently being performed. 	<p>30</p>

Experience of Key Personnel	Required Supporting Documentation	
<p>4. EXPERIENCE OF KEY PERSONNEL – 30 POINTS</p> <p>The Bidder shall provide a CV for the proposed Supervisor who will be responsible for overseeing the gardening and grounds maintenance services.</p> <p>The proposed Supervisor must have relevant experience in gardening, landscaping and/or grounds maintenance.</p> <p>Points shall be allocated based on the Supervisor's relevant experience:</p> <ul style="list-style-type: none"> • Above three (3) years of experience.....30 Points • Two (2) to three (3) years.....15 Points • Less than 2 years....0 Points 	<p>The Bidder shall submit:</p> <ul style="list-style-type: none"> • Detailed CV of the proposed Supervisor. • Employment history. • Relevant gardening/landscaping experience. • Duration of relevant experience. • Current or previous responsibilities relating to supervision of gardening or grounds maintenance personnel. • The Supervisor proposed in the tender submission shall be the person assigned to the contract unless otherwise approved by Sentech 	30
Total Points.		100
The minimum threshold for the functionality will be 75 of 100 points		

8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	8	A valid BBBEE Certificate showing at least 51% black ownership
	3	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	1	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	10	A valid BBBEE Certificate showing at least 51% women ownership
	6	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.
Total Points	20	

9. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF GARDENING AND GROUNDS MAINTENANCE SERVICES AT SENTECH CAPE TOWN OFFICES FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Sentech invites suitably qualified, experienced and competent Service Providers to submit quotations for the provision of comprehensive gardening and grounds maintenance services at the Sentech Cape Town Offices for a period of three (3) years.

The appointed Service Provider shall provide all labour, supervision, equipment, machinery, tools, transport, materials, consumables and other resources necessary to perform the gardening and grounds maintenance services described in this Scope of Work.

The objective of the contract is to ensure that the Sentech Cape Town Office grounds, gardens, lawns, open spaces, trees, shrubs, garden pots, paved areas and associated external areas are maintained in a clean, neat, safe, healthy and aesthetically acceptable condition at all times.

2. CONTRACT PERIOD

The contract shall be for a period of **three (3) years / thirty-six (36) months** from the commencement date stated in the appointment documentation.

The Service Provider shall maintain continuity of service throughout the contract period.

3. SITE INFORMATION

The approximate site areas are:

Description	Approximate Area
Total Sentech Cape Town Office Site	16,000 m ²
Open-Space / Grass Area	10,000 m ²

The Service Provider shall undertake a site inspection prior to submitting its quotation and shall satisfy itself regarding the extent, condition, accessibility and nature of all areas requiring maintenance.

4. OBJECTIVE OF THE SERVICES

The Service Provider shall maintain the Sentech Cape Town Office grounds to a consistently high standard.

The services shall ensure that:

- Grass and lawns are maintained at a neat and acceptable height.
- Garden beds are weed-free and properly maintained.
- Trees, shrubs and plants are healthy and appropriately pruned.
- Garden pots and planters are maintained.
- Paved areas and driveways are kept free of garden debris and weeds.
- Open areas are maintained and overgrown vegetation controlled.
- Stormwater channels and drainage areas are not obstructed by vegetation.
- Access to manholes, ducts and other infrastructure remains clear.
- Garden refuse is removed and disposed of responsibly.
- The overall grounds remain clean, safe and presentable.

5. SCOPE OF SERVICES

5.1 Grass Cutting and Lawn Maintenance

The Service Provider shall:

- Cut all lawn and grass areas as required.
- Maintain grass at a neat and appropriate height.
- Cut and trim overgrown grass along fences and boundaries.
- Cut and trim grass around buildings, walkways, kerbs, trees, poles, manholes and other obstructions.
- Maintain lawn areas along stormwater channels.
- Undertake grass cutting where excessive growth occurs.
- Ensure grass cuttings do not obstruct stormwater channels, drains, manholes or other infrastructure.
- Remove excessive grass cuttings from paved and hard-surfaced areas after mowing.

Open-Space Grass Cutting

The approximate open-space area is **10,000 m²**.

The required minimum frequency shall be:

Winter: Two (2) cuts per month.

Summer: One (1) cut per month.

The Service Provider shall monitor vegetation growth and, where required, undertake additional trimming or cutting to maintain an acceptable standard.



For pricing purposes, the anticipated minimum number of open-space cutting cycles over the three-year contract is **51 cuts**, based on the above seasonal frequencies.

6. WEED CONTROL

The Service Provider shall provide continuous weed control throughout the site.

The work shall include:

- Removal of weeds from garden beds.
- Removal of weeds from paved areas.
- Removal of weeds around buildings and structures.
- Removal of weeds along kerbs and boundaries.
- Removal of weeds around manholes and ducting infrastructure.
- Removal of weeds in open areas where required.
- Application of appropriate weed-control treatments.
- Prevention of uncontrolled weed growth.

Herbicides shall be used responsibly and only by suitably trained personnel.

The Service Provider shall take all reasonable precautions to prevent damage to desirable plants, lawns, vehicles, buildings, drainage systems or other Sentech property.

7. GARDEN BED MAINTENANCE

The Service Provider shall maintain all existing garden beds and planted areas.

The services shall include:

- Removal of weeds.
- Light tilling/cultivation of soil where necessary.
- Maintenance of bed edges.
- Raking and levelling of soil.
- Removal of dead vegetation.
- Removal of unwanted plant growth.
- Maintenance of a neat and orderly appearance.
- Watering where the irrigation system does not adequately reach.
- Splitting and dividing plants where necessary.
- Repositioning and transplanting existing plants where instructed.
- General horticultural maintenance required to maintain healthy garden beds.

8. GARDEN POTS AND PLANTERS



The Service Provider shall maintain all garden pots, planters and planted containers.

This shall include:

- Weeding.
- Watering.
- Pruning.
- General plant maintenance.
- Removal of dead plant material.
- Repositioning of existing plants when instructed.
- Replacement or planting of plants as instructed by Sentech.
- Maintaining the pots and planters in a clean and presentable condition.

9. TREES, SHRUBS AND HEDGES

The Service Provider shall maintain all trees, shrubs and hedges within the normal gardening requirements.

The work shall include:

- Routine pruning.
- Trimming of shrubs and hedges.
- Removal of dead or damaged branches.
- Removal of dead plants.
- Control of excessive growth.
- Pruning branches obstructing walkways, buildings or access routes.
- Maintenance of a neat appearance.
- General horticultural care.

Where Sentech requires major tree felling, substantial branch removal or specialist arboricultural work, such work shall only be carried out upon instruction from Sentech and, where applicable, by appropriately qualified personnel.

10. FERTILIZER AND COMPOST

The Service Provider shall supply, deliver and apply suitable compost and fertilizer to the designated garden areas.

Compost

The total compost requirement for the **entire three-year contract period** shall be:

150 m³ total.

The Service Provider shall include in its pricing:

- Supply of compost.
- Delivery to site.
- Off-loading.
- Distribution.
- Spreading.
- Incorporation/mixing into soil where required.
- Labour and equipment associated with the application.

Compost shall be applied at suitable times agreed with Sentech.

The 150 m³ shall be used as required during the three-year contract period and shall not be interpreted as 150 m³ per annum.

Fertilizer

The Service Provider shall:

- Supply appropriate fertilizer.
- Apply fertilizer at suitable rates.
- Apply fertilizer at least once per year or as otherwise required.
- Ensure fertilizer is appropriate to the plants and soil conditions.

11. PEST, DISEASE AND PLANT HEALTH CONTROL

The Service Provider shall monitor the health of plants, shrubs and trees and shall take reasonable measures to control pests and diseases.

This shall include:

- Identification of plant pests.
- Identification of plant diseases.
- Application of suitable pesticides.
- Application of plant feed where required.
- Treatment of affected areas.
- Preventative measures where appropriate.

All chemicals shall be:

- Suitable for their intended application.
- Correctly labelled.
- Stored safely.
- Handled by competent personnel.
- Applied in accordance with manufacturer requirements and applicable legislation.

12. NEW PLANTS AND PLANT REPLACEMENT



Sentech may require new plants to be supplied and planted during the contract period to improve, maintain or upgrade the gardens.

A **Provisional Sum of R15,000.00 excluding VAT** shall be included in the tender for the supply of new plants over the **full three-year contract period**.

The Service Provider shall provide and plant new plants **as and when required by Sentech**, subject to approval.

The provisional sum may cover:

- Supply of approved plants.
- Delivery to site.

The Service Provider shall provide supporting cost information for plants before expenditure is authorised.

The R15,000 provisional sum shall not be used for normal routine garden maintenance.

Any unused portion of the provisional sum shall remain for the benefit of Sentech and shall not automatically become payable to the Service Provider.

13. VACANT LAND AND OPEN AREAS

The Service Provider shall maintain Sentech's vacant land and open areas as required.

This shall include:

- Cutting overgrown vegetation.
- Edge trimming.
- Clearing vegetation.
- Cutting of overgrown shrubs.
- Removal of unwanted vegetation.
- Tree cutting/felling where specifically instructed.
- Spreading suitable cut vegetation on site where instructed.
- Collection of excess vegetation.
- Loading and transportation of garden waste.
- Disposal of vegetation at an appropriate disposal facility.

Where major vegetation clearing or tree-felling activities exceed normal gardening services, such works shall be subject to instruction and approval by Sentech.

14. LEAF RAKING AND GARDEN REFUSE

The Service Provider shall regularly:

- Rake leaves.
- Collect fallen branches.
- Collect grass cuttings.
- Remove weeds.
- Remove garden debris.
- Remove litter from garden beds.
- Remove litter from hard surfaces.
- Load and transport garden refuse.
- Dispose of waste at an approved or suitable disposal facility.

The Service Provider shall maintain the site in a clean condition after completion of gardening activities.

15. HARD-SURFACE CLEANING

The Service Provider shall clean and maintain hard surfaces affected by gardening activities and areas specifically included within the gardening service.

This shall include:

- Sweeping of pathways.
- Sweeping of cement driveways.
- Sweeping of paved areas.
- Cleaning of front carports.
- Removal of grass cuttings.
- Removal of leaves.
- Removal of garden debris.
- Removal of weeds from paving.
- Cleaning around kerbs.
- Cleaning around stormwater channels.
- General cleaning following gardening activities.

The Service Provider shall ensure that hard surfaces are left neat and free from gardening waste.

16. MANHOLES, DUCTING AND STORMWATER AREAS

The Service Provider shall maintain access and clear vegetation around:

- Ducting manholes.
- Stormwater channels.
- Drainage structures.
- Kerbs.
- Access routes.

- Other relevant external infrastructure.

The Service Provider shall ensure that vegetation and garden waste do not obstruct access to manholes, stormwater structures or other infrastructure.

The Service Provider shall exercise care when working around underground services, electrical infrastructure, telecommunications infrastructure and other Sentech assets.

17. WATERING

The Service Provider shall water gardens, garden pots and plants where required, particularly in areas not adequately covered by the existing irrigation system.

The Service Provider shall:

- Monitor plants for signs of water stress.
- Water plants as reasonably required.
- Prevent excessive watering.
- Avoid unnecessary water wastage.
- Report damaged or ineffective irrigation infrastructure to Sentech.

18. GENERAL HORTICULTURAL FUNCTIONS

The Service Provider shall perform all normal horticultural functions reasonably required to maintain the gardens.

Such functions shall include:

- Pruning.
- Weeding.
- Soil cultivation.
- Plant division.
- Transplanting.
- Watering.
- Fertilizing.
- Compost application.
- Pest control.
- Plant health monitoring.
- General garden maintenance.
- Maintenance of planted areas.
- Maintenance of shrubs and hedges.

19. AD HOC GARDENING SERVICES



The Service Provider shall perform reasonable ad hoc gardening duties requested by the Sentech Representative.

These may include:

- Additional trimming.
- Additional weed clearing.
- Minor garden bed rehabilitation.
- Plant repositioning.
- Minor garden improvements.
- Additional cleaning around external infrastructure.
- Preparation of planting areas.

Major works outside the normal scope shall be subject to Sentech's approval before commencement.

20. PERSONNEL REQUIREMENTS

The Service Provider shall provide suitably trained, experienced and competent personnel.

The minimum personnel category shall include:

20.1 Gardener

The Service Provider shall provide a competent gardener to perform the routine gardening services.

The gardener shall work:

Five (5) days per week, excluding public holidays.

20.2 Supervisor

The Service Provider shall provide a competent supervisor who shall:

- Conduct a formal inspection at least twice per month.
- Monitor gardening standards.
- Monitor employee attendance and performance.
- Conduct quality inspections.
- Liaise with Sentech.
- Address service delivery issues.
- Coordinate corrective actions.
- Submit monthly reports.

20.3 Service Provider's Manager



The Service Provider shall provide a dedicated manager or responsible contract representative for progress reporting and contract administration.

The manager shall be responsible for:

- Contract management.
- Progress reporting.
- Client liaison.
- Addressing complaints.
- Monitoring resources.
- Ensuring continuity of service.
- Monitoring overall performance.

21. WORKING HOURS

The normal gardening services shall be performed:

Five (5) days per week, excluding public holidays. Working times/hours: 07:30-16:00

The Service Provider shall coordinate working activities with Sentech to avoid unnecessary disruption to normal business operations.

Sentech may require reasonable adjustments to working times for operational, security or safety reasons.

22. EQUIPMENT, TOOLS AND MACHINERY

The Service Provider shall supply and maintain all equipment, tools and machinery required to perform the services.

Equipment may include, but is not limited to:

- Lawn mowers.
- Brush cutters.
- Grass trimmers.
- Hedge trimmers.
- Chainsaws where required.
- Leaf blowers.
- Rakes.
- Spades.
- Shovels.
- Garden forks.
- Wheelbarrows.
- Secateurs.
- Pruning equipment.



- Spraying equipment.
- Watering hoses.
- Other gardening tools and machinery.

All equipment shall be maintained in a safe and serviceable condition.

Only competent and suitably trained personnel shall operate machinery and equipment.

23. STORAGE OF EQUIPMENT

Sentech shall make suitable storage space available for the Service Provider's gardening equipment, where such space is available. Service Provider to provide a Shed for tools.

The Service Provider remains responsible for the security and control of its equipment.

Should the Service Provider's equipment be stolen, lost or damaged due to negligence, inadequate security arrangements or negligence of the Service Provider or its employees, the Service Provider shall be responsible for the replacement or repair of such equipment at its own cost.

24. HEALTH AND SAFETY REQUIREMENTS

The Service Provider shall comply fully with the:

- Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- Applicable regulations.
- Sentech Health and Safety requirements.
- Sentech site-specific safety requirements.
- Other applicable statutory requirements.

A suitable Health and Safety File shall be prepared and submitted to Sentech for approval before commencement of work.

No work shall commence until the required safety documentation has been approved by Sentech's authorised Health and Safety officials.

The Service Provider shall ensure that:

- Employees are trained and competent.
- Appropriate PPE is supplied and used.
- Machinery is safely operated.
- Equipment is properly maintained.
- Chemicals are handled safely.
- Appropriate warning signs are displayed where required.

- Safe work procedures are followed.
- Incidents are reported to Sentech.
- Safety inspections are performed as required.
- An active safety officer is provided where required by Sentech or the nature of the work.

25. ENVIRONMENTAL REQUIREMENTS

The Service Provider shall perform the services in an environmentally responsible manner.

The Service Provider shall:

- Prevent contamination of stormwater systems.
- Prevent chemicals from entering drainage systems.
- Dispose of garden waste responsibly.
- Prevent unauthorised burning of waste.
- Minimise unnecessary environmental damage.
- Use chemicals responsibly.
- Maintain clean work areas.
- Dispose of waste at suitable facilities.

26. PROTECTION OF SENTECH PROPERTY

The Service Provider shall take all reasonable precautions to prevent damage to:

- Buildings.
- Fences.
- Vehicles.
- Roads and paving.
- Stormwater infrastructure.
- Manholes.
- Ducting.
- Electrical infrastructure.
- Telecommunications equipment.
- Landscaping.
- Irrigation systems.
- Other Sentech property.

Any damage caused by negligence or poor workmanship by the Service Provider shall be reported immediately and repaired at the Service Provider's cost where applicable.

27. REPORTING REQUIREMENTS

The Service Provider shall submit a monthly service report to Sentech.

The report shall include, as applicable:

- Work completed.
- Areas maintained.
- Grass-cutting activities.
- Garden-bed maintenance.
- Weed-control activities.
- Fertilizer application.
- Compost application.
- Pest-control activities.
- Tree and shrub maintenance.
- Planting activities.
- Garden refuse removed.
- Ad hoc services undertaken.
- Staff attendance.
- Safety issues.
- Defects or site observations.
- Corrective actions.
- Photographic evidence where requested.

28. MONTHLY INSPECTION AND COMPLETION CERTIFICATE

A monthly inspection shall be conducted by the Service Provider's supervisor.

At month-end, a completion/service certificate shall be prepared and signed by:

1. The Service Provider; and
2. The authorised Sentech Representative.

The completion certificate shall confirm that the services for the relevant month have been completed satisfactorily.

The signed certificate shall form part of the supporting documentation for the monthly invoice.

29. QUALITY OF SERVICE

The Service Provider shall maintain the grounds to the satisfaction of Sentech.

Sentech may issue instructions where services are not performed to the required standard.



Where work is found to be defective, incomplete or below the agreed standard and falls within the Service Provider's scope, the Service Provider shall rectify the matter without additional cost to Sentech.

30. SERVICE PROVIDER'S RESPONSIBILITIES

The Service Provider shall:

- Provide adequate personnel.
- Provide all required gardening equipment.
- Provide all required tools.
- Provide required consumables.
- Provide supervision.
- Provide competent management.
- Maintain safety compliance.
- Maintain equipment in good condition.
- Remove and dispose of garden waste.
- Maintain continuity of service.
- Protect Sentech property.
- Comply with site security requirements.
- Comply with Sentech's instructions.
- Maintain acceptable workmanship and service standards.

31. SENTECH'S RESPONSIBILITIES

Sentech shall, subject to availability and site requirements:

- Provide reasonable access to the site.
- Identify the Sentech Representative responsible for the contract.
- Provide access to ablution facilities for the gardener.
- Provide reasonable access to water required for gardening activities, subject to availability and site conditions.
- Provide instructions regarding additional planting and other ad hoc requirements.

32. SITE INSPECTION

Tenderers are required to familiarise themselves with the site prior to submitting their quotations.

The Service Provider shall satisfy itself regarding:

- Site conditions.
- Site access.

- Total site area.
- Open-space areas.
- Existing garden beds.
- Trees and shrubs.
- Garden pots.
- Paved areas.
- Driveways.
- Stormwater channels.
- Manholes.
- Existing irrigation systems.
- Vacant land.
- Storage arrangements.
- Existing vegetation.
- Working conditions.
- Any other factor that may affect the execution or pricing of the services.

No additional claim shall be considered for matters that could reasonably have been identified during the site inspection.

33. PRICING INSTRUCTIONS

All tendered rates shall include all costs necessary for the proper execution of the services.

The rates shall include, but not be limited to:

- Labour.
- Supervision.
- Management.
- Equipment.
- Machinery.
- Tools.
- Transport.
- Fuel.
- PPE.
- Routine gardening consumables.
- Weed-control products.
- Pesticides.
- Plant feed.
- Compost.
- Waste loading.
- Waste transportation.
- Waste disposal.
- Insurance.
- Overheads.
- Profit.
- Mark-up.

All prices shall be submitted in South African Rand (ZAR).

Unless otherwise stated, rates shall be **exclusive of VAT**.

34. BILL OF QUANTITIES / PRICING SCHEDULE

SECTION 1 – PRELIMINARY AND GENERAL

Item No.	Description	Unit	Quantity	Rate	Amount
1.1	Preliminary and General, including mobilisation, establishment, Storage administration, Contract management, monthly supervision demobilisation, transport, equipment mobilisation and all other general requirements.	Sum	1		
1.2	Occupational Health and Safety requirements, including preparation, submission and maintenance of Health and Safety File	Sum	1		
	TOTAL SECTION 1				

SECTION 2 – GARDENING SERVICES

Item No.	Description	Unit	Quantity	Rate	Amount
2.1	Provision of gardening and grounds maintenance services – Year 1(Including Removal and disposal of garden refuse generated)	Month	12		
2.2	Provision of gardening and grounds maintenance services – Year	Month	12		

	2(Including Removal and disposal of garden refuse generated)				
2.3	Provision of gardening and grounds maintenance services – Year 3(Including Removal and disposal of garden refuse generated)	Month	12		
2.4	Cutting and trimming of approximately 10,000 m ² open-space area during winter, at twice per month. (Roving Team)	Cut	30		
2.5	Cutting and trimming of approximately 10,000 m ² open-space area during summer, at once per month (Roving Team)	Cut	21		
2.6	Supply, delivery, spreading and incorporation/mixing of compost	m ³	150		
2.7	Pest-control / pesticide and plant-feed application. Supply and application of fertilizer	Year	3		
2.8	Provisional Sum – supply and planting of new plants as and when instructed by Sentech over the three-year contract period	PS	1	R15,000.00	R15,000.00
	TOTAL SECTION 2				

BOQ NOTES

1. The total compost quantity is **150 m³ for the entire three-year contract period**, not 150 m³ per year.
2. The new-planting provisional sum is **R15,000.00 excluding VAT for the full three-year contract period**.
3. The provisional sum shall only be utilised upon instruction/approval by Sentech.
4. Routine maintenance of existing plants is included in the monthly gardening service.
5. Open-space grass cutting quantities are based on the stated seasonal frequencies.
6. The quantities provided are for pricing purposes and do not relieve the Service Provider of its obligation to perform the complete scope.

35. PRICING SUMMARY

Item	Description	Amount
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1	SECTION 1 – Preliminary and General	
2	SECTION 2 – Gardening Services	
	NET TOTAL OF RFQ	
	SUBTOTAL	
	ADD 15% VALUE ADDED TAX	
	TOTAL INCLUDING VAT	
	AMOUNT CARRIED TO FORM OF OFFER AND ACCEPTANCE	

36. SERVICE DELIVERY STANDARD

The appointed Service Provider shall continuously maintain the Sentech Cape Town Offices to a standard that is:

Clean, neat, safe, healthy, orderly and aesthetically acceptable.

The Service Provider shall take all reasonable steps to ensure that the site remains well maintained throughout the contract period.

37. GENERAL

The Service Provider shall comply with all reasonable instructions issued by the authorised Sentech Representative relating to the services.

Any additional works outside this Scope of Work shall require approval from Sentech before commencement.

The Service Provider shall not subcontract any portion of the services without prior written approval from Sentech.

All personnel working on the Sentech premises shall comply with Sentech's access, security, health and safety requirements.

The Service Provider shall ensure that its personnel conduct themselves professionally while on Sentech premises.

38. SUMMARY OF KEY CONTRACT REQUIREMENTS

Requirement	Contract Requirement
Contract Period	3 Years / 36 Months
Total Site Area	Approximately 16,000 m ²
Open-Space Area	Approximately 10,000 m ²
Gardening Staff	Dedicated Gardener
Working Days	5 Days per Week, excluding Public Holidays
Supervisor	Monthly Inspection
Compost	150 m ³ Total Over 3 Years
Fertilizer	Once per Year
Open-Space Cutting – Winter	2 Times per Month
Open-Space Cutting – Summer	1 Time per Month
New Plants	Up to R15,000 PS over 3 Years
Monthly Reporting	Required
Monthly Completion Certificate	Required
Health & Safety File	Mandatory before commencement
Garden Refuse	Removal and disposal by Service Provider
Equipment	To be provided by Service Provider
Manager	Dedicated contract/progress representative