



**QUOTATION FOR:
GARDEN SERVICE, HERMANUS,
OVERSTRAND MUNICIPALITY**

QUOTATION SC 926/2010

COMPANY/PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

DATE: _____

QUOTATION:

GARDENING SERVICE:
BOTH AREAS

☐

HEAD OFFICE

☐

CLIFF TOP

☐

SIGNATURE: _____

CONTACT PERSON: _____

MOBILE PHONE NUMBER: _____

QUOTATION SC 926/2010**SPECIFICATION: GARDEN SERVICE, OVERSTRAND MUNICIPALITY, HERMANUS**

- **PROJECT DEFINITION**

The successful contractor will be expected to provide a garden service at the Overstrand Head Office, Hermanus and cliff tops, subject to the conditions listed below.

- **PROJECT DURATION**

Quotation validity of 60 days. Contract will run until 30/6/2011.

- **PROJECT REQUIREMENTS**

(Indications for both areas = B; Cliff top = CT; Overstrand Head Office = OHO)

1. The successful contractor will be expected to cut and maintain all grass areas and verges within the specified area a minimum of twice a month. (B)
2. All flower beds are to be kept neat and weeded on a daily basis. (B)
3. The contractor will be expected to pick up loose papers and leaves and all rubbish must be removed to the transfer station on a daily basis. (B)
4. No garden debris, grass or branches are to be left on the sites overnight. All refuse must be removed daily. (B)
5. The successful contractor will be expected to report all faults on the irrigation systems on a daily basis so that maintenance can be effected. (B)
6. The successful contractor must have personnel on site daily (including Saturdays), for general cleaning purposes, e.g. picking up papers, leaves, etc. (CT)
7. The successful contractor will also be expected to plant various shrubs and bushes, as and when supplied by the Municipality. (B)
8. It will be expected of the contractor to cut grass at the parking area and a time must be arranged with the operational manager as to when it will be cut.
The successful contractor will be responsible for the spraying of all pesticides and the application of nutrients to the grass and shrubs on a bimonthly basis. These materials will be supplied by the Municipality. (B)
9. All tenderers will be expected to supply a list of equipment and manpower for evaluation purposes. It will be expected that the tenderers will at least have a light delivery vehicle (750kg) two lawnmowers and two weed eaters as well as spare equipment in case of equipment failures. (B)
10. All tenderers will be required to submit proof of similar projects undertaken (B) with a rand value, as well as contactable references.

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

11. The contractor will also be expected once a month to drain and clean the fish pond, at the Head Office. The successful contractor will have to check with the Operational Manager as to what day the work shall be undertaken. (OHO)

12. All leaves and floating debris in the fish pond must be removed on a daily basis. (OHO)

13. The successful contractor will be monitored on a regular basis. Failure to provide a service to the required standards could lead to the termination of the contract. (B)

- **HEALTH AND SAFETY (B)**

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.

A “mandatory” is defined in the said Act as: - “Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”

In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

In order to ensure that this written agreement is honored at all times, regular inspections of work that is performed will be conducted and if found not complying with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated.

- **PRICING SCHEDULE**

TENDER SCHEDULE	DESCRIPTION	UNIT RATE / month	TOTAL PRICE
	Overstrand Head Office	R	R
	Cliff tops (from Gearing’s Point to Fick’s Pool)	R	R

- **VAT**

All prices are to include for VAT.

- **RATES**

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

Rates must be fixed for the entire contract period and are to include for all overhead costs and transport. The quotation is to remain valid until 30th June 2011.

- References

<u>Name of Reference</u>	<u>Area/Project</u>	<u>Contact No</u>	<u>Rand Value</u>

- Equipment Register

VEHICLE & EQUIPMENT	NUMBER OF ITEMS	REGISTERED IN OWNERS NAME	
		YES	NO
Light delivery vehicle 750kg			
Lawnmowers			
Weedeaters			

- Spare Equipment

NO	LIST OF EQUIPMENT	NUMBER OF ITEMS	REGISTERED IN OWNERS NAME	
			YES	NO
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____