



## Quotation Advert

**Opening Date:** 11/10/2024

**Closing Date:** 25/10/2024

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Emmaus Hospital

**Province:** KwaZulu-Natal

**Department of entity:** Department of Health

**Division or section:** Central Supply Chain Management

**Place where goods/  
service is required:** **Emmaus Hospital**

**Date Submitted:** 11/10/2024

### ITEM CATEGORY AND DETAILS

**Quotation number:** EMM321/09/24

**Item Category:** Services

**Item Description:** **Provision for Garden & Grounds for 06 Months**

**NB**

**Quantity (if supplies):** **Units 06 Months**

**Select Type:** Compulsory Briefing

**Date:** 18 October 2024

**Time:** 09h00

**Venue:** Admin Boardroom

**QUOTES CAN BE COLLECTED FROM:** will be available at compulsory site meeting

**QUOTES SHOULD BE DELIVERED TO:** Emmaus Hospital, Main Gate tender box

**ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:**

**Name:** Y.M Ndlela

**Email:** EmmausQuotation@kznhealth.gov.za

**Contact number:** 036 488 8211

**Finance Manager Name:** Mr.P.P.Zulu

**Finance Manager Signature** 

**KWAZULU-NATAL PROVINCE****HEALTH**  
REPUBLIC OF SOUTH AFRICA

Physical Address: Cathedral Peak Winterton  
Postal Address: Private Bag X3320 Winterton  
Tel: 036 488 8211 Email: [EmmausQuotation@kznhealth.gov.za](mailto:EmmausQuotation@kznhealth.gov.za)  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**EMMAUS DISTRICT HOSPITAL**

QUOTATION NO.	ZNQ:EMM/321/09/2024
QUOTATION DESCRIPTION	PROVISION OF GARDEN AND GROUNDS SERVICES AT EMMAUS HOSPITAL FOR 6 MONTHS FROM 1/12/2024 – 31/05/2025
BIDDER NAME	

**EVALUATION CRITERIA:**

The Department will evaluate quotation received before the closing date and time using five (5) evaluation stages. These are peremptory requirements, should the bidder/tenderer fail to comply with any of the stages as stated below, The quotation will be regarded as non-responsive, and will not progress to the final stage of evaluation:

**Stage 1:** Administrative Compliance, Compulsory and Mandatory Requirements

**Stage 2:** Compliance with specifications

**Stage 3:** Breakdown Cost Complies with current National Minimum Wage as Gazetted by Department of Labour

**Stage 4:** Price and Preference Points System (Specific goals)

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**STAGE 1: ADMINISTRATIVE, COMPULSORY COMPLIANCE AND MANDATORY REQUIREMENTS**

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
<b>Administrative Compliance</b>			
1.	SECTION A: PARTICULARS OF QUOTATION	YES	YES
2.	SECTION B: OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01	YES	YES
3.	SECTION C: BIDDER'S DISCLOSURE (SBD4)	YES	YES
4.	SECTION D: GENERAL CONDITIONS OF CONTRACT (GCC)	YES	YES
5.	SECTION E: SPECIAL CONDITIONS OF CONTRACT (SCC)	YES	YES
6.	SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	YES	YES
<b>Compulsory Compliance</b>			
7.	OFFICIAL COMPANY REGISTRATION DOCUMENTS INCLUDING LIST OF DIRECTORS AND ID NUMBERS	NO	YES
8.	CENTRAL SUPPLIER DATABASE UPDATED COMPLIANCE REPORT (CSD)	NO	YES
9.	A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (For EMEs & QSEs).	NO	YES
<b>Mandatory Requirements</b>			
10.	VALID LETTER OF GOOD STANDING ISSUED BY DEPARTMENT OF LABOUR	NO	YES
11.	<p>FOR TRADE REFERENCE WE REQUIRE AT LEAST SIX (6) MONTHS EXPERIENCE PROVIDING GARDENS AND GROUNDS SERVICES. THE RETURNABLE DOCUMENT REQUIRED ARE AS FOLLOWS</p> <ol style="list-style-type: none"><li>At least one valid award and reference letter from your client, proving that you provided garden and grounds service for six (6) months or above without any issues of poor performance, this also applies if the contract is still active Or</li><li>Purchase order issued by an organ of the state or sphere of Government, with proof that the gardens and ground services contract for six (6) months or above, was paid for without any issues of poor performance, this also applies if the contract is still active.</li></ol> <p>Note: The department reserves a right to verify this information, any false representation will result into disqualification or termination of the contract.</p>	NO	YES

Note: This relates to administrative, compulsory and mandatory returnable documents which must be fully completed, signed initialed and submitted as directed. The non-compliant returnable documents will be treated as non-responsive; the tender will be disqualified, and will not proceed to the next stage of evaluation. The department reserve a right to verify validity of the documents submitted, should it be discovered that the information submitted has been falsified, the quotation will be disqualified.

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# STANDARD QUOTATION DOCUMENT FOR PROVISION OF GARDENING AND GROUNDS SERVICE

HEALTH  
REPUBLIC OF SOUTH AFRICA

## STAGE 2: COMPLIANCE WITH SPECIFICATION

### SPECIFICATION FOR OUTSOURCED MAINTENANCE OF GARDENS

NAME OF INSTITUTION	EMMAUS HOSPITAL
HOURS OF ATTENDANCE MUST BE	MONDAY TO FRIDAY EXCLUSIVE OF PUBLIC HOLIDAYS
SHIFT	Monday to Friday (Day shift): 07h00 to 16h00 (Subject to be review with management of each institution)
CONTRACT DURATION	SIX (6) MONTHS
NUMBER OF CLEANERS REQUIRED:	10
DATE OF SITE MEETING (BRIEFING) IF APPLICABLE	

**NB:** It is the duty of the Service Provider to ensure that the number of workers as stipulated on the specification or terms of reference is always present at all times, where staff is not on duty, the Service Provider must make provision for relievers.

*Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.*

#### 1. SCOPE OF WORK

Areas of responsibility are as follows:	
1.1	Garden maintenance of all garden areas within defined property area
1.2	Mowing of all grassed areas including nature strips at the property
1.3	Rubbish and debris to be removed from all areas within property
1.4	Sweeping/blowing of all pathways, ground gutters & driveways of all refuse following completion of cutting areas within property
1.5	Trimming and pruning of trees including trees/shrubs within the branch and those overhanging any pedestrian path or walkway according to Council regulations.
1.6	Removal and replacement of fallen/dead trees/shrubs/plants within property (as requested and quoted)
1.7	Weeds are to be removed from all areas within the property and weed control to be maintained
1.8	Contractor to submit Job Safety Analyses sheets and Material Safety Data Sheets for all works.
1.9	All garden refuse to be removed from site on a weekly basis in line with the accepted waste management practises or municipal bylaws.

#### Weed Definition

Any plant that is unwanted, non-native, or classed as a noxious weed is to be removed and disposed of.

#### 2. SPECIFICATIONS

Grassed area Maintenance	
2.1	Prior to mowing all grassed areas are to be cleared of paper, rubbish, large stones, tree branches and other obstacles.
2.2	All grassed areas including nature strips adjoining the property are to receive the attention required on each scheduled visit.
2.3	Grass & weeds are to cut to a height considered normal for grassed areas or as directed (approx 50 – 70mm). Height of grass and weeds are not to exceed 150mm.
2.4	Lawn edges to buildings, paths, fences or other structures and garden beds are to be trimmed and to the level with the adjacent mowed area.
2.4	Edges shall be trimmed to reveal the edge of the path, kerb and fence lines.
2.6	Grass around trees and shrubs in lawn area to be trimmed to the butt of the tree or shrub.
2.7	At these locations (with approval) spraying of herbicides may be used to control the grass, particular care to be taken not to ring bark and tree or bush.
2.8	Pathways, ground gutters and gutters are to be swept/ blown clean after the completion of mowing.
2.9	All grassed areas to be mowed in accordance with relevant Job Safety Analysis where required.

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**KWAZULU-NATAL PROVINCE**HEALTH  
REPUBLIC OF SOUTH AFRICA**STANDARD QUOTATION DOCUMENT FOR PROVISION OF GARDENING AND GROUNDS SERVICE**

2.10	Any recommendations for improvements to property lawn/grassed areas are to be discussed with relevant site manager.
<b>Garden Bed Maintenance (Gardening and Weeding)</b>	
2.11	Garden beds are to be kept in a well presented, neat fashion.
2.12	Weeds and suckers are to be removed from all garden beds, ground gutters, car parks and other areas within property area.
2.13	All shrubs/bushes/plants are to be pruned and shaped where required with relevant Job Safety Analysis.
2.14	All rubbish within garden beds is to be removed and taken off site, and be disposed as prescribed by Municipal bylaws or waste management protocols
<b>Tree Work (Other than that in the regular garden maintenance)</b>	
2.15	Tree branches are to be trimmed to provide a vertical clearance from the drive way and car parking surfaces of 4 metres (unless otherwise specified for special requirements).
2.16	Trees and shrubs are to be pruned to a height of 4 metres to avoid interference to pedestrians, cars, cyclists and vehicles
2.17	Corridor clearance at entry/exit to site / property to be maintained for the safety of pedestrians / vehicle traffic.
2.18	Fallen trees, shrubs and dead foliage are to be cut out and removed as requested by the institution. Upon removal of shrubs, replacement works are to be put in place with the agreement of institution
2.19	All mature & juvenile trees are to be pruned in accordance with relevant Job Safety Analysis' (As per your JSA's regarding safe use of chainsaws, chippers, etc.) and environmental standards.
2.20	Trained personnel to carry out advanced tree works at the request of Institution.
<b>Car park / Pathway Maintenance</b>	
2.21	All rubbish is to be removed and taken off site and be disposed as prescribed by Municipal by laws or waste management protocols.
2.22	Leaves and rubbish that have accumulated against buildings, walls, pathways, and drains shall be picked up and removed.
2.23	Weed control is to be established through the use of herbicides in all car park/pathway areas (as per the Job Safety Analysis)
2.24	Poison application will adhere to all departments of primary industry standards
2.25	Ivy control in problem areas (fences etc.) is to be dealt with accordingly.
2.26	At completion of works, all areas are to be cleaned of garden refuse to ensure areas are free of leaf litter, grass, dirt, etc.
2.27	Monthly inspections of drains/pits/gutters/etc. are to be performed with each maintenance visit and reported on when work is required, as excess build-up of leaves and twigs can impede water flow.
2.28	When necessary, areas are to be serviced and cleaned as agreed upon by Institution.
<b>Mulching</b>	
2.29	The Contractor is to maintain all mulched areas within the property, using general bush mulch.
2.30	Mulch is to be kept to a level of 50 – 75mm – with regular turning to keep mulch aerated (every 2nd visit).
2.31	Mulch top-ups to be applied every 6 months to establish appropriate levels.
<b>Site Clean-up</b>	
2.32	During the course of the works the Contractor shall keep the site in a clean and safe condition.
2.33	The contractor is directly responsible to ensure the work site/area is kept neat at all times and must be totally cleaned up on completion of the works by the contractor.
2.34	The contractor will be recalled to carry out a clean-up at the contractors' cost and time if found otherwise.
<b>Perimeter fence</b>	
2.35	The interior area around perimeter must be cleared of alien vegetation; weeds and vines growing on mesh fencing must be poisoned and removed.
2.36	1 metre inside and outside area around perimeter fence must be kept clear as stipulated by the institution.
<b>SAFETY (OH&amp;S Requirements)</b>	
2.37	Personnel to wear appropriate personal protective equipment (PPE) as each job requires –e.g. gloves, safety boots, earmuffs, safety clothing.
2.38	All safety procedures as outlined in JSAs are to be adhered to for the protection of not only the worker, but for any relevant personnel & the public also.
2.39	All staff to undergo medical surveillance twice per annum.

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REPUBLIC OF SOUTH AFRICA**STANDARD QUOTATION DOCUMENT FOR PROVISION OF GARDENING AND GROUNDS SERVICE**

2.40	Letters of good standing with Department of Labour in terms of Occupational Health and safety must be submitted.
<b>Site Improvements and Periodical Replanting Works</b>	
2.41	The Contractor will provide from time to time recommendations on improving the site's garden beds, lawn/ grass areas and what else will improve the property appearance.

**2.42 ESSENTIAL TOOLS AND EQUIPMENT**

The tenderer must calculate cost for essential tools and equipment that will be used to execute this service, the list is detailed below. The prices must be market related, **the tenderer to include proof of quotation from the supplier of tools and equipment, the tenderer who fail to calculate cost of essential equipment will be regarded as non-responsive and will be disqualified.**

No	Essential Tools and Equipment	Unit Price	Qty Required	Monthly Total Price Per Item (Unit Price x Qty)
1.	Lawn Mower Ride	R		R
2.	Brush Cutter	R		R
3.	Trimmer Hedge	R		R
4.	Chain Saw	R		R
5.	Leave Bowler	R		R
6.	Step Ladder	R		R
7.	Wheel Barrow	R		R
8.	Rake Steel	R		R
9.	Rake Plastic	R		R
10.	Hard Broom	R		R
11.	Garden Forks	R		R
12.	Grass Slashers	R		R
13.	Gardening Horse Pipe with adjustable Nozzle (+30m)	R		R
14.	Garden Hand Tool Set	R		R
15.	Gardening Spade	R		R
16.	Weed Control 20lt	R		R
17.	Other:	R		R
18.	Other:	R		R
<b>Total Price Per Month</b>				
<b>Total Price Per Duration of the Contract (Total Price Per month x No of months)</b>				

I hereby confirm that I will comply and abide by the above specification, should I fail to do so without any valid reason, I personally agree for my contract to be terminated.

.....  
(Signature of Bidder).....  
Date.....  
(Signature of Witness).....  
Date

Note: Should you fail to sign and initial specification document, your bid or tender will be treated as not responsive, disqualified and will not progress to the next stage of evaluation.

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STAGE 3: BREAKDOWN COST FOR WORKERS COMPLIES WITH NATIONAL MINIMUM WAGE

DETAILED BREAKDOWN OF COST FOR GARDENING AND GROUNDS SERVICE

QUOTATION NO.	ZNQ/ EMM / 321 / 09/ -24
QUOTATION DESCRIPTION	PROVISIONING OF GARDENING AND GROUNDS SERVICES
DISTRICT	UTHUKELA DISTRICT
INSTITUTION NAME	EMMAUS HOSPITAL

SHIFT AND WORKING TIME	DAYS	NUMBER OF WORKERS	MONTHLY SALARY PER WORKER	TOTAL MONTHLY SALARY FOR ALL WORKERS
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A. SUB TOTAL FOR WORKERS SALARY (PERSONNEL) PER MONTH

Day Shift 07h00 to 16h00	Monday to Friday	10	R	R
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Notes:

1. The gardening and grounds services are not regulated in terms of National Contract Cleaners Association (NCCA); therefore, the tenderer must ensure salaries are calculated based on the Gazetted National Minimum Wage. Should there be any other additional increase before this quotation is awarded; the quotation price will be amended during contract stage.
2. The tenderer must take into account additional benefits such as Unemployment Insurance Fund (UIF), Compensation for Occupational Injuries and Diseases Act (COWIDA), Provident Fund etc.
3. Costing or pricing below prescribed minimum wage rates will be treated as non- responsive and disqualified
4. The Department / Institution reserve the right to reduce the number of personnel where necessary; this will be communicated in writing with preferred bidder where applicable.

ADD

B. SUBTOTAL – MONTHLY COST ESSENTIAL TOOLS AND EQUIPMENT	R
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Notes:

1. Please include monthly cost for essential tools and equipment

ADD

C. OVERHEADS (AS A PERCENTAGE OF SUBTOTAL A AND B)		R
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Notes:

1. Comprises of Fuel, transportation, municipal services, consumables, protective clothing, liability insurance, office administration cost and any other indirect cost.
2. Price escalations for overheads will be considered annually based on CPIX rates excluding VAT, where applicable.

ADD

D. PROFIT PER MONTH (AS A PERCENTAGE OF SUBTOTAL A AND B)		R
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ADD

E. VAT PER MONTH (IF VAT VENDOR) (15%)	R
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Notes:

1. Bidders who make taxable turnover or sales in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration.
2. Please note that should you become VAT registered during the duration of the contract, the Department will not add the VAT amount to the contract price.

F. TOTAL PER MONTH ( ADD: A+B+C+D+E)

R.....

G. TOTAL COST FOR CONTRACT PERIOD (6 MONTHS)

R.....

.....  
(Signature of Bidder)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

Note: This total contract amount must be used when completing (OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01). Failure to do so may invalidate your quotation or tender. The quotation with a breakdown cost for workers below minimum wage as prescribed by National Department of Labour, will be regarded as non-responsive, and will not progress to the next stage of evaluation.

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#### STAGE 4: PRICE AND PREFERENCE POINTS

The value of this quotation is estimated not to exceed R 50 000 000 (inclusive of all applicable taxes), therefore the 80/20 preference point system shall be applicable. Points for this bid will be awarded for:

Price and Specific Goals

CATEGORY	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and must not exceed	100

The Department has identified the following specific goal:

20 points allocated for

Full points allocated to: Promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that municipality. The Municipality targeted for this specific goal is **Okhahlamba Municipality**

The following documents should be submitted as proof in order to claim points: (Returnable documents)

1	Valid and Original proof of address signed by Okhahlamba Municipality Councillor. Or
2	Certified copy of valid Okhahlamba Municipality Utility Bill, account registered in the name of the company or director/s of the company

#### NOTE:

1. The department reserve a right to verify validity of the documents submitted, false declarations or documents will result into disqualification or immediate termination of the contract.
2. Failure on the part of a bidder/tenderer to submit proof as stated above will not result in disqualification; however, the bidder will not be awarded points for specific goals.

EVALUATION CRITERIA AND SPECIFICATION APPROVED BY					
Official	Title (Ms/ Miss/ Mrs/ Mr/Dr)	Surname	Initials	Date	Signature
End User	Mr	BUTHELEZI	PHC	26/09/2024	
SCM Official	Ms	NDEBELE	PH	26/09/2024	

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**KWAZULU-NATAL PROVINCE**

HEALTH  
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Physical Address: CATHEDRAL PEAK ROAD  
Postal Address: Private Bag X16 WINTERTON 3340  
Tel: 036 488 8211/1075 Email: EmmausQuotation@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

EMMAUS DISTRICT HOSPITAL

**COMPLAINTS PROCESS FOR QUOTATIONS R2001.00 TO R500 000.00 INCLUDING VAT**

**1. SUPPLIER SUBMITS WRITTEN COMPLAINT / OBJECTION**

- Bidders aggrieved by decision or action taken by the Department or Institution during the SCM procurement process, must lodge a written complaint immediately.
- Complaints must be directed to the Responsibility manager of the Institution (Hospital)
- It must be noted that this is not an appeals process and as such will not halt the procurement process

**2. Institution prepares written response to complaint**

- The responsibility manager, or his/her appointee, must prepare a response letter to the complaint.
- The complaint must be resolved within 60 days
- Should the complainant not be satisfied with the response; the matter will be referred to the District Finance Manager for final verdict.
- Should the complainant still not satisfied with the response received, they may then seek legal recourse at their own expense

**COMPLAINTS OR OBJECTIONS SHOULD BE DIRECTED TO:**

Responsibility manager: Mrs. MAN Mzizi (Emmaus Hospital CEO)  
Email Address : Ndileka.Mzizi@kznhealth.gov.za

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