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South Africa
2157



REQUEST FOR QUOTATION

**PROPERTY BUSH CLEARING (GRASS CUTTING AND BUSH CLEARING) ON ERVEN
40076 & 40007, GOODWOOD, WESTERN CAPE
RFQ/CPT/2021/005**

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 09 JUNE 2022

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TERMS OF REFERENCE
PROPERTY BUSH CLEARING (GRASS CUTTING AND BUSH CLEARING) ON ERF 40076 & 400077,
GOODWOOD, WESTERN CAPE
RFQ/CPT/2021/005

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA identify, acquire, hold, develop, and release state, private and communal land and releases it for development. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability, security, and prevent invasions on the properties in possession.

2. BACKGROUND

HDA needs to implement bush clearing (grass cutting and garden services) measures to prevent any risk of fires and to comply with the environmental legislative requirements at the property in Goodwood as per specifications detailed in “Annexure A.

Property Description	Size	Property Status
Erf 40076 & 40077 Goodwood, Western Cape Province	0.5938 ha & 0.2951 ha	Residential 3 zoned properties

Refer to Annexure B for Locality Map

3. SCOPE OF SERVICES

The HDA requires competent, experienced and professionally registered services providers to:

- Undertake the status analyses of the property, and
- Provide price breakdown quotation to do bush clearing (garden service and grass cutting) at the property

3.1. General requirements

- 3.1.1. The contractor should own or have immediate access to the brush cutters, carrying harness and chain saw, and mowing machine (certified copy of proof of ownership or contactable letter of leasing guarantee to be attached).
- 3.1.2. Previous experience in this particular service to be demonstrated (please attach proof e.g. signed letter of appointment).
- 3.1.3. The works will commence immediately upon receipt of appointment letter.
- 3.1.4. The works execution duration will be 2 days (maximum) upon appointment.

4. EXPECTED DELIVERABLES

Please read in conjunction with “Annexure A”

- 4.1. The height of the grass shall be cut to 20mm and 50mm above NGL (natural ground level).
- 4.2. Clearing off of tree branches and vegetation by means of chain saw or similar.
- 4.3. All grass cuttings, clippings and garden refuse must be removed and dumped at an approved City of Cape Town dumping site.
- 4.4. The finished work shall provide a neat and evenly cut appearance with no isolated tufts of grass left remaining.
- 4.5. Apply herbicide on cut grass and vegetation for vegetation control.
- 4.6. The provision of all service provider’s equipment such as vehicles, tools, labourers, and supervision thereof, are required for this service.
- 4.7. The compliance with all laws, by-laws, rules and regulations applicable to the services to be executed by the service provider.

5. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of service providers that will be adhered too. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA: -

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system: -

5.1 Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

6. GENERAL

Below are compulsory requirements for this service: -

- 6.1. There is no compulsory site briefing, contractors are advised to visit the site at the time of their convenience in order to familiarise themselves with the site conditions (see annexure B for locality map).
- 6.2. It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA’s Code of Conduct, and other organizational guidelines.
- 6.3. Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- **CSD Report**
- **Proof of ownership or contactable letter of guarantee of immediate access to the required equipment as stipulated in 3.1.1**
- **Detailed quotation on your company's letter head and summary quotation on annexure 'A' of this document**
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

7. TERMS AND CONDITIONS

- 7.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice
- 7.2. No payment will be made where there is an outstanding information/work by the service provider/s.

8. SUBMISSION OF PROPOSAL

- 8.1. **Proposals should be submitted on or before the 09 June 2022 by no later than 12H00 at the following email address: Njabulo.Hlongwane@thehda.co.za/Procurement@thehda.co.za**
- 8.2. further information regarding supply chain matter and queries can be send via email to: Njabulo.Hlongwane@thehda.co.za or at tel: 011 544 1000
- 8.3. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

ANNEXURE A

SCOPE OF WORKS: GRASS CUTTING & GARDEN SERVICES					
Item	Description	Unit	Qty	Rate	Total Price
1	Bush clearance and grass cutting (cut grass to: 20mm - 50mm).	M ²	7710		
3	Provision for removal of waste/rubble and dispose of at local dumping	Item			
4	Application of herbicide for vegetation control	M ²	7710		
	TOTAL – (excl. VAT)				
	VAT				
	Total incl. VAT				

Note: All quantities to be verified upon completion of works .

ANNEXURE B

