

TERMS OF REFERENCE

GARDEN MAINTENANCE AT SANGWENI TOURISM CENTRE

1. PROPOSAL:

Enterprise iLembe invites quotations from service providers to submit proposals for garden maintenance for a twelve (12) month period at the Enterprise iLembe offices located at the Sangweni Tourism Centre, located at the Corner of Link Road and Ballito Drive, Ballito. GPS Co-ordinates as follows: 29.5278° S, 31.2049° E.

2. SPECIFICATIONS:

Enterprise iLembe requires the servicing, maintenance and ensuring Sangweni Tourism Centre is well kept at all times. The Agency is the emphasis point of Ballito and the Agency's objective is to establish and maintain a beautiful, bright and vibrant site at Sangweni Tourism Centre.

Please note that this is a twelve month contract to enable the entity to assess whether this will be a viable option in the long run.

Interested service providers are requested to set up an appointment with the Office Administrator to assess the current site. Details as follows:

Name: Mrs Kerry Vd Linde
Tel No: 032-946 1256
E-mail: kerry@enterpriseilembe.co.za

Scope of work at the above locations shall include but not be limited to:

Weekly Maintenance

- Remove weeds from planters.
- Mow lawn of Sangweni Tourism Centre
- Remove and dispose of trash and debris from planters and parking lots.
- Remove broken or damaged plant material.
- Inspect and treat, as needed, for disease and insect infestations.
- Clean patios, benches, and outdoor furniture

Bi-monthly Maintenance

- Watering of plants if and when required, to ensure the garden is
- Pruning

Seasonal Maintenance (September & March 2018 month)

- Trimming /cutting of branches and plants that become a hazard (blocking driver's line of vision, around all offices at Sangweni Tourism Centre).
- Planting of flowers in the fountain and parking island (bright and colourful enduring)
- Composting flowerbeds and lawn.

3. APPOINTMENT OF SERVICE PROVIDER

Quotations will be evaluated in terms of the 80/20 points scoring system as set out in the SCM Policy of Enterprise iLembe, as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Proposals are to include the following:

- Full name of company
- Physical address
- Full contact details, including cell phone number (if applicable) of contact person
- Valid, original SARS Tax Clearance Certificate / SARS TCS Pin (compulsory);
- MBD 4 – Declaration of Interest Forms (Compulsory)

4. PAYMENT TERMS

Payments will be paid on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 30 days for the payments to be processed.

5. NON APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

6. CLOSING DATE AND TIME

Interested service providers are required to submit their proposals by **Monday, 25 June 2018** at 10h00, **via e-mail**.

Email: krisantha@enterpriseilembe.co.za

Tel: 032-9461256.