

**REQUEST FOR PROPOSAL: APPOINTMENT OF A GARDENING SERVICE PROVIDER FOR THE NHBRC HEAD OFFICE (SUNNING HILL) FOR THE PERIOD OF 36 MONTHS (THREE YEARS)**



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**SCOPE OF WORK FOR GARDENING SERVICES:**

1.1. The service provider shall provide the following Services:

- 1.1. Allocate a dedicated gardener on the premises;
- 1.2. Cut and trim lawns;
- 1.3. Maintain lawns, flowers and/or plants;
- 1.4. Irrigate the lawns flowers and/or plants;
- 1.5. Remove weeds and other foreign growth from surface areas inside and outside fence;
- 1.6. Apply herbicides when required;
- 1.7. Maintain lawn and tree growth around the boundary fence;
- 1.8. Wash the fish pond pump, floor and sides and keep fish pond free from algae;
- 1.9. Clean garden furniture;
- 1.10. Remove all garden refuse from the premises;
- 1.11. Pests control for plants and floors twice a year and as when required
- 1.12. Supply fertilize, compost and lawn dressing twice a year for lawns, flowers beds.
- 1.13. Cut/prune and remove trees outside and inside fence
- 1.14. Spray weeds in the paving, walkway, parking and boundary fence(inside and outside fence)
- 1.15. Cut, trim and remove trees inside and outside the premises.
- 1.16. Service provider will be note allowed to claim any payment if all necessary tools and chemical are provided on site.
- 1.17. Make sure that the premises is clean all the times
- 1.18. Sweep parking lots and remove weeds and rubbish

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Mandatory requirements

- Attendance of compulsory briefing/site inspection
- Valid COIDA Letter of Good Standing in Gardening services/ Landscape
- Competency/certification/license for herbicide/pest-control handling valid and issued by National Department of Agriculture
- Equipment capability: list of working equipment with pictures
- Provide NHBRC with three valid reference letters on letter head of your client company logo, signed by client company, start and end of contract, scope of work, value of contract letters should not be older than five years by closure of RFQ.
- Availability of key staff: on-site gardener and supervisor (CVs with contact details).

Price schedule

A. Monthly Fixed service fee

Item	Description	Unit	Quantity	Rate (R)	Total (R)
1	Monthly Gardening Services (Full Scope)	Month	36		
1					

B. Biannual Services

Item	Description	Frequency	Unit Price	Annual Total Cost	36 Month Total
1	Fertiliser, Compost & Lawn Dressing	Twice/year			
	Pest Control (Plants & Floors)	Twice/year			

- **Fertilizer, compost, and lawn dressing:** The contractor must make measurements of existing landscape to determine area to be covered. Estimation of 8 cubes meter

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for a year, which is 4 cubes first six months. These covers lawn and bed these must be verified by bidders.

- **Pest control:** this service may vary for example bee removal/ snake catcher quotes will have to be submitted prior to work execution it applies when needs arises.

**C. Ad-Hoc / As-and-When Services**

Item	Description	Unit	Rate (R)	
1	Tree Removal (Small 0–150mm)	Per Tree		
2	Tree Removal (Medium 150–300mm)	Per Tree		
3	Tree Removal (Large >300mm)	Per Tree		
4	Stump Removal	Per stump		
5	Additional Herbicide Treatment	Per application		
6	Emergency Call-Out	Per call out		

**D, Consumables Responsibilities By the bidder**

**Consumables**

Item	Description	Size/Liters	Frequency
1	Herbicides		
2	Fertiliser		
3	Compost		
4	Lawn Dressing		
5	Fuel		

**N.B. This part is only for tracking consumables used over period of contract.**

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Signed by Facilities & Property Manager: *Ngwako Mokganye*

14.04.2026