

Requesting Office:Magalies water Vaalkop plant	
Contact Person: Selina Maledu	
Contact Numbers:014 597 4636	
Facsimile:N/A	RFQ – 10028631
E-mail address: quotationswest@magalieswater.co.za	

DATE ISSUE:26 October 2026

CLOSING DATE: **30 October 2026**

PLACE OF DELIVERY: **Magalies water Head Office**

For More information/query email quotationswest@magalieswater.co.za

Description/Specification	Quantity
Garden services for Magalies Water Vaalkop Plant according to below scope Of Work 1. SCOPE OF WORK The scope of work is to cut grass, clear bush, tree felling, treat/remove alien plants and weeds in pipelines, reservoirs, pump stations and dams within the plant and residential area. The area to be covered on a weekly basis is in the extent of 30 000 m². In addition, a once of cutting of reservoir sites needs to be done. The total area of the reservoir sites is 30 000 m². 2. Equipment The contractor needs to provide his own equipment and consumables. A minimum of four bush cutters must be available at all times to enable proper execution of duties. Own trimmer line, fuel and oil must be provided by the contractor. Rakes and brooms must be available for clearing of cuttings and sweeping of pavements and roads. Transport must be provided to remove garden waste, to travel to reservoir sites and to transport employees to work and back. 3. Weed Control The contractor must use environmentally friendly chemicals for weed control. Weed control needs to be applied at reservoir sites after grass cutting. 4. Pest and Weed Control Regulations The SHEQ coordinator will give advice in terms of chemical handling and pest control.	3 months

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5. Safety

It is the contractor's responsibility to provide the appropriate safety wear to his employees. The recommended safety wear is as follows:

- (a) Face Shield
- (b) Hard Hat
- (c) Overalls
- (d) Steel toe - cap gumboots / safety shoes
- (e) Aprons (full length)
- (f) Gloves
- (g) First Aid Kit
- (h) Ear Protection
- (i) Respiratory Equipment for pesticide
- (j) One trained first aider per team (This is not safety wear, but a requirement).

6. Safety Induction

SHE Specification for Contractors:

- Baseline SHE Risk Assessments for work to be undertaken
- Method Statements for work to be undertaken
- Environmental Management Plan / Safety Plan
- Emergency plans
- Proven competence of ability to conduct work (Includes competence declaration, competence certificates, affiliations, testimonials, and references)
- SHE training (includes induction, competence and awareness training, as necessary whilst operating under Magalies Water's control)
- Overview of infrastructure, plant, equipment and materials to be used by the contractors
- Arrangements for storage, handling and disposal of wastes generated by contractors
- Security arrangements
- Nonconformity/Incident/accident/near-miss reporting requirements
- Contract and SHE expectations
- Provision and use of personal protective equipment (PPE)
- Letter of good standing supplier must submit the SHE
- The service provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, National Environmental Management Act, Magalies Water SHE Policy and procedures and any other applicable legislation.
- The service provider shall undertake measures to minimize the negative impact of the garden services on the environment and safeguard the health and safety of people on Magalies Water premises.
- The service provider shall provide the Magalies Water with a list of chemicals which will be used in the course of carrying out the garden services.

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- The service provider shall provide the Magalies Water with “material safety data sheets” in respect all chemicals which will be used.
- The service provider shall use approved and registered products.
- The service provider shall ensure that its employees are sufficiently trained to handle chemicals and to carry out work correctly and safely.
- The service provider shall ensure that all his/her employees are trained on the health and safety aspects, hazards and risks relating to the work, use and operation of machinery and equipment.
- The service provider shall ensure that all employees appointed by him attend a SHE induction training which is organised by the Magalies Water before commencement of work.
- The service provide shall ensure that its employees wear proper personal protective equipment and clothing at all times when providing the service to Magalies Water.
- The service provider must comply with the provisions of Compensation for Occupational Injuries and Disease (Act 130 of 1993). A letter of Good Standing from the Department of Labour must be forwarded to the Magalies Water prior to commencement of work.
- The service provider shall prevent any environmental degradation such as spillages, leakages, waste, pollution or damage to the land, water or air.
- The service provider shall adhere to the Magalies Water waste management procedure.
- The service provider shall ensure that good housekeeping is practiced at all times when providing the service at Magalies Water.
- The service provider shall sign a SHE Agreement before commencement of work.

Before work starts at any site, the contractor must contact the SHEQ coordinator for a safety induction course.

7. **Cutting Height**

The grass must be cut to a height of between 25 mm and 40 mm around the clean water sumps and no higher than 100mm along the pipelines within the. It is the responsibility of the contractor to remove all debris from the clean sumps and pump station sites.

8. **Trimming of Grass, Trees and Flowers**

The area surrounding all buildings, manholes, paths, concrete or brick structures, flower beds etc. as well as along the perimeter fence, is to be mowed and shall be considered as part of the maintenance of the grounds.

9. **Weeds**

Weeds to be removed on concrete surface, on top buildings, storms water drains,

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flower beds and all areas that have weeds.

10. Inclement Weather

In the event of inclement weather, the Contractor must apply, by means of a written agreement, for an equivalent extension of time in which to regain lost time.

11. Employees and Contractors Representative

A minimum of six workers and one supervisor must be provided by the contractor. A competent, responsible employee of the contractor must be present on site at all times. This representative must be able to prove possession and proficiency in the use of a cellular telephone on which he may be contacted at all reasonable hours.

12. Cutting Schedule

The Contractor should follow the provided cutting schedule:

Vaalkop WTW – All areas to be maintained weekly

Residential Area - All areas to be maintained weekly

Distribution Reservoir Sites – See Table below:

Month 1	Plant and Village (Weekly)	Lapatrie (Once off)
Month 2	Plant and Village (Weekly)	Bospoort and Kortbegrip (Once off)
Month 3	Plant and Village (Weekly)	Elands and Goewerments (Once off)

13. General

- The contractor is to advise the Magalies Water Representative (Technical) before he commences and after he has completed clearing a site.
- Strict control is to be maintained with regard to the opening and closing of gates and entry is **not** to be forced - should there be any problems, the contractor is to contact the Magalies Water Representative.
- The contractor is to adhere to the requests and requirements of the property owners.
- The contractor is to ensure that his staff do not leave any litter (plastic, cartons, etc.) lying around on the ground.
- Any leaks observed at the reservoir sites and on the pipelines must be reported to the Magalies Water Representative (Technical) immediately.

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- At the reservoirs and pump stations the area on either side of the perimeter fence must be kept free of growth for a distance of 2 meters.
- On the pipelines the grass must be cut 3 meters on either side of the pipeline.
- The area on either side of the perimeter fence must be kept free of growth for a distance of 2 meters
- Lawns to be kept at a height of between 2.5cm and 3cm all year round.
- The area surrounding all buildings, manholes, paths, concrete or brick structures, and flower beds etc as well as the area along the perimeter fence, is to be maintained and shall be considered as part of this contract.
- A competent and responsible employee of the contractor must be present on site at all times .This representative must be able to prove possession and proficiency in the use of a cellular phone on which he may be contacted at all reasonable hours.

TECHNICAL SPECIFICATION

- Lawns to be cut and edges trimmed
- Remove weeds, old flower heads, yellow leaves and rubbish from the flower beds.
- Where possible, propagate plants to fill in bare patches.
- Turn soil in the flower beds and neaten edges.
- Trim trees and shrubs when necessary.
- All lawn trimmings, general rubbish and trimming debris to be removed from site immediately after the work were undertaken.
- All areas to be kept free of weeds, debris and remove/treat grass that grows on concrete and stony areas
- Report all infestations of pests and take remedial action, using pyrethroid insecticide when instructed to do so (by SHEQ Coordinator), in accordance with Act 36 of 1947.
- General tidying - rake up leaves, rubbish and debris.
- Where possible, propagate plants to fill in bare spaces or request new plants.
- New plants may only be purchased with the authorisation of the relevant supervisor/manager. Replacement plants must be indigenous perennial, flowering shrubs and plants.
- Remove all debris from site to designated garden waste area.
- Turn soil in flower beds and remove weeds and debris.
- Fallen leaves to be raked and removed.
- Prune shrubs and trees when necessary
- Walkways/Pathways (cement) to be cleaned and gutters to be cleared of plants and debris.
- Cement pathways, walkways and gutters to be cleared of plants and debris.
- Spaces to be filled in indigenous perennial, flowering shrubs and plants.
- Remove old leaves, rubbish and debris from site.

14. Sites

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14.1 Vaalkop WTW

The following areas should be maintained on a weekly basis:

- Areas around Plant1
- Areas around Plant2
- Areas around Plant3
- Areas around Plant 4
- Areas around Admin Offices
- Areas around Inlet works
- Areas round Chlorine room
- Areas around Settling tanks
- Areas around Raw water pumpstation
- Areas around Supernatant pump station
- Areas around Pipe yard
- Area outside the security fence around the residences (houses) to be cleared for a distance of 2 meters from the fence.
- Grass must be cut to the correct length as specified in the generic contract.
- Weeds / alien vegetation/ small non indigenous trees to be removed from flower beds and elsewhere within the contracted area.
- All weeds to be removed/extracted on site including sand pit and areas around clarifiers.
- After removing weeds around the clarifiers, the stones must be raked into position.
- No fruit may be picked without permission i.e. no stealing.
- A person in charge i.e. “foreman” must be on site at all times.
- A note must be handed to the plant manager indicating the work done on the day. A duplicate book will be retained by the security guard. The notes must correspond with the total of the invoice at the end of the month.
- The area beneath the perimeter fence must be kept free of weeds
- All grass cuttings and materials may not be swept or blown down any storm water drains.

14.2 Residential Area

- In addition to the existing requirement, the following requirements must be incorporated in the contract.
- The Housing Complex / Residential area are to be included as part of this contract.
- Trim lawns weekly to a suitable height to ensure good condition.

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14.3 Reservoir Sites

The following reservoir sites should be serviced by clearing vegetation **once** during the three months contract period):

1. Bospoort – 2000 square meters
- 2.Lapa Trie – 10 000 square meters
3. Elandsfontein – 2500 square meters
- 4.Goewermentsplaas – 2500 square meters
5. Kortbegrip – 1000 square meters

14.4 Maintenance of Gardens

Litter to be removed from all flower beds, lawns and pathways on a daily basis.

Cut off dead leaves.

Trim back all overgrown shrubs.

Remove weeds from flower beds and lawns.

Trim lawns regularly to a suitable height to ensure good condition.

All pathways, paved areas, parking areas and driveways sprayed regularly with environmentally approved herbicide in order to be kept weed free.

Irrigation of Pot Plants, Lawns and Flower Beds: Irrigate pot plants, gardens and lawns as required – report water leaks and required repairs to Magalies Water Contact Person.

Garden Service Functional Criteria Requirements:

Bidders who score less than 70 out of 100 points will be disqualified CRITERIA	WEIGHTING
Company experience in garden maintenance services • No previous garden service projects completed = 0 points • One previous garden service project completed = 5 points • Two previous garden service projects completed = 10 points • Three previous garden service projects completed = 15 points • Four or more previous garden service projects completed = 20 points Evidence: Signed Reference Letters from previous clients containing Previous project completed; Duration of Project; Client Contact Information	20

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Garden Services Manager Experience in Garden Services: • No Previous experience = 0 Points • CV Indicating minimum of 1 Years relevant experience in garden services = 5 Points • CV Indicating minimum of 2 Years relevant experience in garden services = 10 Points • CV Indicating minimum of 2 Years relevant experience in garden services with Matric Certificate = 15 Points • CV Indicating minimum of 2 Years relevant experience in garden services with Matric Certificate and Certificate in any of Horticulture / Botany / Landscaping / Herbicide Application = 20 points Evidence: Attach CV indicating years of relevant experience in garden services. Relevant experience of manager will be calculated using contract duration of previous projects undertaken by the manager and must be indicated on the CV. Certified copies of required certificates to be attached.	20	
Proof of ownership / Lease or Rental of gardening tools: Points will be awarded for proof of each of the following equipment: • No proof provided of possession/ownership of gardening tools = 0 Points • Proof of suitable vehicle to remove refuse and perform other tasks = 10 Points • Proof of minimum 4x Bush Cutters = 5 Points • Total = 20 Points Evidence: Vehicle: Copy of vehicle registration document in the name of the company, director or manager Bush cutters: List with quantity and description of equipment and attach photos. Or Provide Invoices as proof of ownership of gardening tools Or Letter of intent to lease or rent the equipment from a service provider	20	

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Locality - Located outside North West province = 0 points - Located greater than 30 km and up to 60 km radius from Vaalkop WTW = 20 points - Located 30 km or less radius from Vaalkop WTW = 40 points Evidence: Municipal account indicating physical operational address. Or Proof of address from local council or tribal authority. Document must have contact details of issuing authority. Or In cases where the premises are hired an original Letter / lease agreement from the owner certifying that you are hiring the premises. Take Note: Information provided will be vetted. Due diligence will be exercised in the form of physical verification of locality.	40		
TOTAL	100		

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline **Date by no later than 12h00** to the email below. Email: quotationswest@magalieswater.co.za.

No hand delivered quotations will be accepted, all quotations to be submitted to the email indicated on the RFQ.

1. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation.

2. Documents required

ADMINISTRATIVE REQUIREMENTS REQUIREMENTS:

- Quotation must have CSD vendor number **or** CSD report

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- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be a minimum of 30 days or more from the date of issue.
- Quotation with physical address, date, contact details and banking details.

MANDATORY REQUIREMENTS REQUIREMENTS:

- Quotation must be line with the specification.
- Quotations received after the closing date will not be accepted.

***NB All non-responsive bids will be rejected.**

3. EVALUTION OF QUOTATION

All Quotations with a rand value equal to or below R50 million, will be evaluated in terms of the PPR 2022 using the 80:20 Preference point system.

CRITERIA	POINTS
Price	80

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Specific goals	20
TOTAL	100 points

Specific goal	Number of points (80/20 system)	Means of verification
Black people ownership equity	5	Central Supplier Database (CSD) report
Women equity	3	Central Supplier Database (CSD) report
Youth equity	2	Central Supplier Database (CSD) report
Disability	2	Medical certificate or (CSD)
Promotion of small businesses Medium- 2 Points Small- 3 Points Micro- 4 Points Other- 0 Points	4	1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00. 2. Signed Financial Statements for transactions above R500 000.00
Locality Within 100km radius of where goods/service is required	3	Proof of address (tribal authority letter/ Lease agreement accompanied by municipal rates invoice/statement)
Military Veterans (MVA)	1	MVA force number/CSD
Total	20	

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4. TERMS & CONDITIONS

- 4.1. Quotations received after the closing date will not be accepted.
- 4.2. All costs to be included in the quotation.
- 4.3. Delivery must take place at the specified place.
- 4.4. Quotations to be valid for a minimum of 30 days or more from date of issue.
- 4.5. The Government Procurement General Conditions of Contract shall apply.