

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ08265831
Buyer: Dulwana, Miss Q [00065769]

Closing Date: 2026-08-24
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	CUTTING AND TRIMMING OF PALM TREES	Service Providers are requested to offer their services for cutting and trimming of palm trees as per specification available at SCM in Harrower Road - Port Elizabeth "Fully completed pricing schedule to be uploaded on the Informal Tender Portal before the closing date and time of the advert- failure to do so may render you non repsonive "For more details on the above item please contact: E. Hala @ 079 4900 612.	AA163159

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

SUPPLY CHAIN MANAGEMENT**INFORMAL TENDER NO: CSQ08265831 : (OPEN TENDER) / AS AND WHEN REQUIRED**

DESCRIPTION : CUTTING BACK STRELITZIA REGINAE AT GROUND LEVEL, PRUNE/CUT BACK 2,5M-8M TALL STRELITZIA NICOLIA, TRIMMING OF 2M-20M WASHINGTONIA ROBUSTA, SCREW PINES/COCOS PLUMOSA AND PHOENIX RECLINATA, TRIMMING OF SMALL TO MEDIUM PALMS IN MAJOR PARKS/PUBLIC OPEN SPACES/STREET VERGES AND ISLANDS IN SOUTHERN DISTRICT.

Prepared by : E Hala - ehala@mandelametro.gov.za

Contact No : 079 4900 612

SCOPE OF WORK:

This tender is for Cut back Strelitzias reginae at Ground level prune/cut back 2.5M – 8 M Tall Strelitzia Nicola, Trimming of 2M- 20M Washingtonia Robusta, Screw Pines/Cocos Plumosa and Phoenix reclinata Trimming of small to medium palms in Major Parks, Public Open Spaces, Street verges and Islands in Southern District. Recurring on an as and when required basis for period ending 30 June 2027, Until the **BUDGET/ THRESHOLD** is reached or **CONTRACT** is put in place, whichever occurs first.

SPECIFICATION:

- Cut back, pruning and trimming of overgrown, yellow, dead hanging and untidy palm fronds as well as two bottom rows of green fronds.
- In cases where there are no dead branches, contractor need to cut bottom rows of fronds until crown forms a reasonable shape.
- Palm to be cut as close to the stem as possible for neatness.
- Contractor to use chainsaw and proper hand tool, axes and pangas are not allowed.
- Removal of fallen palm fronds and banana tree branches.
- Dead branches and flowers of Strelitzia nicolai to be trimmed and all new shoots to be cut at ground level.
- Cleaning of all debris from the site and carrying them to a registered dumping site.
- Safety measures should always be applied when working on centre median/island and road verges including busy areas e.g. safety cones and red flag.

STAFF AND EQUIPMENT

- The contractor shall have at all times sufficient workmen and resources to execute the work to the satisfaction of the Executive Director: Public Health or his representative as set out in the work timeframes.
- Only personnel appropriately trained and skilled in the task assigned may be employed on any portion of work. Any employee found to be unskilled or untrained in his/her work shall be removed from the site.
- The contractor will select staff suitable to work in a public place and will ensure that they are of sober habits and have a presentable appearance at all times. The Executive Director: Public Health or his representative has the right to instruct the removal of any individual that he deems to be undesirable.
- No contractor or his/her staff shall be permitted to wear any clothing displaying the Municipality's logo.
- All temporary staff when it becomes necessary must be employed from the ward from which they are working or the nearest previously disadvantaged area to that ward. The appropriate ward councilor should be contacted for assistance in this regard.
- The contractor must ensure that his or her staff are supervised at all times and Chainsaw Operators on site must be qualified. (Minimum qualification: Chain saw Operator).
- Staff to wear appropriate uniforms displaying the name of the company.
- In the event of a dispute, the Executive Director: Public Health or his/her representative together with the official and the contractor shall inspect the site and take a final decision.
- Non-compliance with all safety requirements, including equipment will result in contractor's operation being suspended.
- The contractor shall comply with the relevant Labor Legislation concerning employment of workers.
- Work shall be carried out only on the receipt of an official order number and Tree Maintenance schedule/inspection from the Executive Director: Public Health or his/her representative. Invoices not reflecting the official order number will not be accepted for payment.
- The Service Provider will be evaluated using and payments shall be made within 30 calendar days from the date the invoice was received.
- Schedule of work done must be submitted as proof of work done to enable the official to inspect timeously. Sites where the work does not conform to specification, will not receive payment.

- Normal Pruning and trimming including Removal must start within seven (7) working days upon receipt of an official order and continue for consecutive working days until all the work is complete unless written permission for extension has been obtained.
- In case of emergency the contractor must be ready to start working immediately on receipt of official order.
- All work should take place within the typical workday hours of 8:00 AM and 5:00 PM.
- The contractor is also required to be registered as a waste transporter. Registration is done free of charge by the Metro Waste sub-directorate. Contractors are not allowed to use Satellite Land Fill sites. Only permitted sites are allowed to accept green waste. Weigh bridge tickets are required to be handed in with the invoice before payment can be made to a contractor.
- Sub contracting of the core activities will not be permitted however sub-contracting of non-core tasks will be subject to written approval from the Municipality.
- The contractor is required to be available during office hours for communication purposes and must advise the Nelson Mandela Bay Municipality designated official in writing of any change of address or contact details.

OCCUPATIONAL HEALTH AND SAFETY:

- For the purpose of the Occupational Health and Safety Act, 1993 as amended (Act 85/1993) and any relevant legislation pertaining to the activities described in the tender documentation, shall be in force and the site is therefore transferred for the purpose of this tender and for the duration of the contract period, to the control of the contractor as if it was his/her property. As the employer, he/she is in every respect responsible for the compliance with the provisions of the Act and any other legislation pertaining to this activity.
- The contractor shall also ensure that he / she is registered with the Workman's Compensation Commissioner for the purpose of covering his / her employees for injury on duty expenses in the event of an incident that may occur to the satisfaction and requirements of the COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT.
- The Service Provider shall ensure that all personnel comply with Personal Protective Equipment requirements i.e. overalls, safety shoes, eye protection, hearing protection etc, in accordance with the OSH Act No 85 of 1993.
- Furthermore, the client & contractor are to engage into a Section 37.2 Health & Safety Mandatory Agreement to ensure the health & safety of persons at work is managed effectively.

- In the event of a health and safety matter dispute, the Executive Director: Public Health or his/her representative together with the official and the contractor shall inspect the site and take a final decision.
- Non-compliance with all safety requirements, including equipment will result in contractor's operation being suspended.
- The proposed activity shall be at the risk of the applicant and the Council shall be indemnified accordingly. For this purpose, a suitable public liability insurance policy of at least R10 000 000 (10 Million Rand) issued in the names of the applicant is required.
- Any damage caused by the contractor, including but not limited to broken sidewalk/curb, rutted lawn, broken water lines/valves/hydrants, or damaged buildings/streets, telecommunication lines, the contractor will be held accountable for all damages.
- All cut material must be stacked neatly and safely until it is removed from the site on completion of the job, with the exception of areas where it blocks oncoming traffic or pedestrian access where it must be removed immediately. All debris must be removed prior to the contractor leaving a job site. Cut material on big jobs must be removed regularly to avoid a huge pile of material for extended periods.
- It shall be the sole responsibility of the contractor(s) performing services for this contract to safeguard their own materials, tools and equipment. The Municipality shall not assume any responsibility for any damaged materials, tools or equipment.
- Adequate barricades shall be erected and maintained around work sites. Contractor to safely control the flow of traffic/pedestrians by utilizing appropriate control measures e.g. cones, red flags, hazard tape, men at work signs, etc. and if required the relevant law enforcement (traffic officers) at his/her cost.
- Conditions of employment for workers should not be less than the EPWP Ministerial Determination as published in the Government Gazette
- The contractor will select staff suitable to work in a public place and will ensure that they are of sober habits and have a presentable appearance at all times. The Executive Director has the right to instruct the removal of any individual that he/she deems to be undesirable.

MINIMUM REQUIREMENTS :

PLEASE NOTE THAT THE CONTRACTOR MUST HAVE THE FOLLOWING:

- PUBLIC LIABILITY OF AT LEAST 10 MILLION RAND (R10 000 000)
- PREVIOUS RELEVANT EXPERIENCE IN TREE MAINTENANCE WORK (attach proof eg previous orders/invoices of successfully completed jobs with contactable local references.
- STAFF TRAINING - valid chainsaw operator's certificates, first-aid certificate as proof
- EQUIPMENT – chainsaws, step ladders, harness, cones, signage, ropes, etc
- VEHICLES AND MACHINERY –Flatbed truck, Chery picker, bakies etc (own/lease/hire)

THE ABOVE MINIMUM REQUIREMENTS MAY BE REQUESTED FROM SHORTLISTED BIDDERS WITHIN 72 HOURS AFTER THE CLOSING DATE AND TIME OF THE ADVERT FAILURE TO DO SO MAY EXCLUDE YOU FROM FURTHER EVALUATION AND DEEMED NON RESPONSIVE

PLEASE NOTE: SERVICE PROVIDERS ARE EXPECTED TO QUOTE FOR ALL ITEMS IN THE PRICING SCHEDULE AND EXPECTED TO GIVE A TOTAL VALUE OF THE LISTED ITEMS, FAILURE TO DO SO WILL RESULT INTO NON COMPLIANCE. THE PRICING SCHEDULE IS TO BE UPLOADED ON THE NMBM WEBSITE BEFORE CLOSING DATE AND TIME FAILURE OF WHICH WILL RENDER THE APPLICATION NON RESPONSIVE.

THE CONTRACTOR IS TO UPLOAD FULLY COMPLETED PRICING SCHEDULE.

Palm trimming 2.5- 25 metres tall



Cut back of multi-stem Strelitzia

Small to medium palms



Cut back mult-stem palm



PRICING SCHEDULE : CSQ08265831

FULLY COMPLETED PRICNG SCHEDULE TO BE UPLOADED ON THE INFORMAL TENDER PORTAL BEFORE THE CLOSING DATE AND TIME OF THE ADVERT- FAILURE TO DO DO MAY RENDER YOU NON RESPONSIVE

ITEM NO	DESCRIPTION	QTY	UNIT PRICE EXC VAT
1	Trimming/Pruning of 2.5m – 5m tall Washingtonia robusta	1	
2	Trimming of 2.5m-5m tall <i>Phoenix reclinata</i> (multi stemmed)	1	
3	Trimming of 2.5m-10m tall <i>Phoenix canariensis</i>	1	
4	Trimming of 10m – 25m tall Queen Palm (Cocos Plumosa) Cherry Picker is required.	1	
5	Pruning of 5m-15m tall Washingtonia robusta.	1	
6	Pruning of small to medium <i>Phoenix roebelinii</i>	1	
7	Trimming of 2.5m -5m tall <i>Butia capitata</i> (Jelly palm)	1	
8	Trimming of 15m- 25m tall Washingtonia robusta Cherry Picker is required.	1	
9	Cut back of multi stem <i>Strelidzia nicolia</i> (Banana tree)	1	
10	Trimming of 2.5m -5m tall Dypsis sp (Areca Palm)	1	
11	Trimming of 2.5m – 10m tall Cocos plumosa (Queen Palm)	1	
12	Pruning of 15m – 25m tall Phoenix canariensis. Cherry Picker is required.	1	
	TOTAL		R
	VAT 15%		R

	GRAND TOTAL		R
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NAME OF THE SERVICE PROVIDER:

CONTACT DETAILS:

ADDRESS:

SIGNATURE:**DATED:**