

Tender Cover Letter

| | |
|---------------------------|--|
| Tender Open for Response: | 25 January 2019 16H00 |
| Tender Closing Date | Electronic tender responses due before 1200pm 11 February 2019 |
| RFX No: | To be advised |
| DESCRIPTION: | Request for Proposal for Provision of Landscaping Perimeter at Telkom Park |
| CONTACT DETAILS: | <p>Primary Contact:</p> <p>Kenosi Thwala Thwalakp@telkom.co.za 012 311 0957</p> <p>or</p> <p>Mpho Mbengwa (012) 3110610 (Office) MbengwM@Telkom.co.za</p> |
| Vendor registration | <p>Vendors are urged to register on the Ariba platform to be able to access full tender documentations</p> <ul style="list-style-type: none"> • The vendor registration period is strictly open from 25/01/2019 to 05/02/2019 • No late registrations will be entertained <p>Kindly send your intention to submit to Thwalakp@telkom.co.za for the ARIBA link to be sent to you to register on ARIBA</p> <ul style="list-style-type: none"> • After the vendor has registered, the vendor ought to inform the Gyro Procurement team via email Thwalakp@telkom.co.za and quote the RFP name to be added into the bidders list. • Only upon registration will the vendor have access to all tender documentation |

| MILESTONES | PLANNED DATE |
|--|---|
| Questions should only be submitted until 4(four)* business days before the Tender Closing Date | From: 25/01/2019 To: 05 /02/2019 |
| Compulsory Briefing Session | Thursday, 31 January 2019, @ 10h00 am, Address: Telkom Park, The Hub Building, 61 Oak Avenue, Highveld, Techno Park, Centurion 0157 |

All dates subject to change

IMPORTANT INSTRUCTIONS REGARDING THE TENDER DOCUMENTS

Each Respondent must fully acquaint itself with all the conditions relating to the tender. If the Respondent has any doubt as to the meaning or interpretation of any of the Tender Documents, or any information in them, it should:

✓ Seek clarification from the Tender Coordinator; and

✓ Make its own enquiries and include a statement of the interpretation upon which the Respondent relies, and on which the Respondent's proposal(s) has been prepared.

Whilst Gyro will endeavour to ensure that any written information it provides to the Respondents in respect of the tender documentation is accurate, it gives no representation or warranty (express or implied) to the Respondents of accuracy, reliability, sufficiency or otherwise in relation to any information or data provided, whether contained in the Tender Documents or otherwise.

Pricing should be quoted in South African Rands (ZAR) unless requested otherwise on "Respondent Template".

Pricing must be firm and fixed for 90 days.

The prices quoted by the Respondent and negotiated by Gyro will form the contract prices and no changes or increases will be allowed by Gyro for incorrect information supplied by the Respondent.

If a Master Services Agreement ("MSA") is included in Gyro's tender instructions, Respondent must respond to the requirements contained in the prescribed format.

Respondent's response to the MSA should be completed and form part of the Respondent's response to the tender. In completing the review of the MSA, Respondent should carry out the following:

✓ Where Respondent complies with the requirement without qualification, it should leave the requirement un-amended; and

✓ Where the Respondent does not comply with the requirement, it should make any deletions or insertions to the original wording using the Microsoft Word track changes function. In addition, after completing its proposed changes, Respondent should provide a concise explanation of the changes in a comment next to the relevant requirement.



Open Tender Advertisement

Respondent must provide clear, concise and reasonable response. Respondent should not postpone responses. "Respondent would be happy to discuss this later" is an example of a postponed response. If Respondent reserves its position on any requirements, then Gyro will treat the response as non-compliant.

Should the Respondent wish to also submit alternative proposals, the Respondent may do so stating clearly the points of departure from the Invitation to Tender and/or the Tender Documents, the reasons therefore, and the advantages to Gyro if such alternative is accepted. However, Gyro shall be under no obligation, to consider such a non-conforming Tender and Respondents must provide a conforming Tender in any event.

Extensions of Tender Closing Date:

Gyro may in its sole and absolute discretion by written notice to all Respondents, extend the Tender Closing Date and/or Time.

Please note that no application for an extension too close to the Tender Closing Date and/or Time will be considered (within the last two (2) business days before Closing Date and/or Time).

If any Respondent applies for, and is granted an extension of time to submit or lodge its tender, the extension so granted shall apply to all Respondents who will be advised of the extended closing date for receipt of tenders, whether their tenders have or have not been lodged. If you have already lodged your final response, and the extension is granted after your submission, your response will be marked "not final". You must resubmit your final response again, and no later than the extended Tender Closing Date and/or Time.

PURPOSE OF THIS REQUEST

Gyro Group (Pty) Ltd invites Proposals for the provision of Landscaping Service

- The successful bidder will be required for the implementation of landscaping along the verge on Oak avenue as part of the landscape Development plan approved by the City of Tshwane
- Execution of works; supply, preparation and planting as per design.
- Ensure all landscaping thrives through the initial season.
- Data pack compilation.
- Maintenance

Our Evaluation will be as follows:

| EVALUATION CRITERIA | Weight % |
|--|-----------------|
| Functional proposal Qualification threshold | 60% |
| B-BBEE | 20% |
| Pricing | 20% |
| TOTAL | 100% |