

CALL FOR QUOTATIONS:

PUBLIC SPACE AND GARDEN SERVICES

MGUIP by Open Tender

Release date: 26 August - Deadline: 09 September 2025

1 INTRODUCTION

The establishment of the Manor Gardens UIP (MGUIP) and declaration of a Special Rated Area (SRA) was approved on 17 April 2025 by the full council of eThekweni Municipality following a rigorous public engagement and voting process. The MGUIP will start to fully operate in the area in September, with the external service provider contracts commencing in October 2025. These operations are based on the approved Business Plan, which is available on the website www.mguip.co.za.

Key activities of the UIP will include:

Improving safety and security, improving public space maintenance and cleanliness, improving communication with property owners, and promoting urban development and community cohesion.

A garden service company is required for a fixed-period contract (one year).

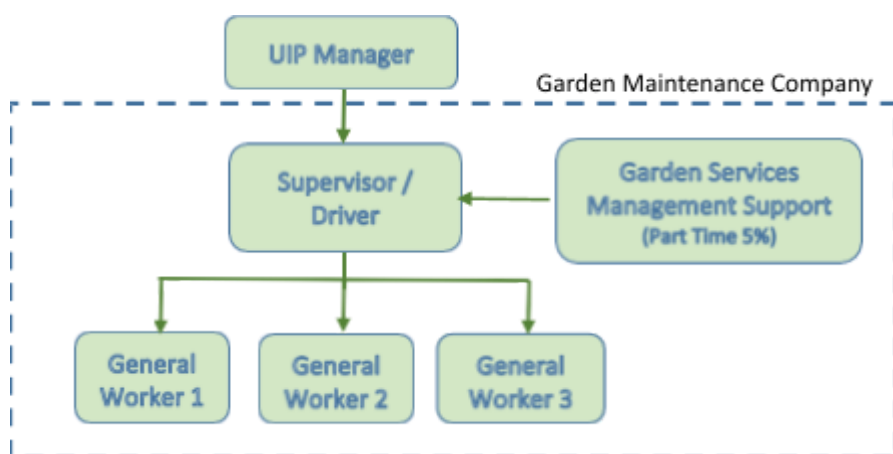
2 RESOURCES

The human resources to be provided include the following:

- Team Supervisor and Driver (Full-time – 5 days per week / 8 hours per day)
This person will need to have experience in the gardening or landscaping industry and be able to manage a team. He/she must also be able to drive a vehicle and trailer (and have a valid driver's license). He/she should also have handyman skills/experience to manage the tools and implement various general work tasks. A knowledge of indigenous and invasive species will be advantageous. The supervisor should be self-motivated and have good communication skills to ensure efficient, focused services by the team.
- Three General Workers (Full-time – 5 days per week / 8 hours per day)
Three general workers will be used to undertake work which includes grass cutting, branch trimming, weeding, edging, litter collection, sweeping, chipping of branches and spreading, preparing and planting of new beds as well as bed maintenance.

- Part-Time Technical Management Support
Although the Team Supervisor will report to the UIP Manager, he/she will also need some technical support for planning tasks from a part-time senior manager. Planning of tasks and prioritisation will be undertaken under the guidance of the UIP Manager and the Gardens Services technical manager

3 ORGANOGRAM



4 TASKS AND TOOLS

Examples of tasks to be undertaken by the team, and an indication of the tools required.

Task	Tools
Grass Cutting	Brush cutter, rakes
Branch trimming in parks, islands and open spaces	Saws
Branch chipping in parks, islands and open spaces	Industrial mobile wood chipper
Weeding	Various
Transport of larger branches to DSW depot.	Bakkie
Removal of illegal dumping of waste and litter	Bakkie Bags to be supplied when needed
Planting and maintaining gardens (the provision of seedlings/plants to be costed separately)	Forks, spades, other

5 TRANSPORT

A bakkie, flatbed truck or vehicle with a large trailer should be available to transport workers and tools within the precinct as well as for the transport of green waste and refuse to the nearest DSW depot when required.

6 COSTING

Item	Cost (Excl. Vat)	Cost (Incl. Vat)
1. Full-Time Supervisor (100%)	R	R
2. 3 Full-Time General Workers (100%)	R	R
3. Technical Support (5%)	R	R
4. Vehicle (based on 400km/Mth)	R	R
5. Equipment/tools	R	R
6. Provision of seedlings/plants	R	R

Notes

- i) All PPE for staff needs to be included
- ii) All tools to be included, including part-time availability of brush cutters, chainsaws, and mobile industrial wood chipper.
- iii) Storage space for tools to be provided at MGUIP offices
- iv) Pesticides, petrol, and weed killer are not included in the quote, but an estimated budget must be provided
- v) Insurance
- vi) Must have registration

7 PROFILE AND EXPERIENCE

Please include evidence of the following:

- Relevant experience
- Any experience with other UIPs
- The availability of tools, and vehicles.
- A profile of your team supervisor and any other relevant skills.

8 QUOTATION

We require a detailed quotation setting out the proposed fee structure. Please send a quotation to info@mguip.co.za with "Garden Services" in the heading.

9 ADDITIONAL

Please note that special consideration will be given to a suitable service provider from within the UIP boundary.

10 SUBMISSION DATES

A compulsory tender meeting will be held on **02 September 2025** at Mundy Park at 09 am - Please email submissions to the address of MGUIP by the close of business on **09 September 2025**.