

BIDDER INFORMATION (Bidders to complete 1 - 4)	
1. NAME OF THE BIDDER:	
2. EMAIL ADDRESS OF THE BIDDER:	
3. TELEPHONE NO:	
4. BIDDERS ADDRESS:	

RFP NUMBER:	RBA/ Tree Cutting and Trimming Services/2025/RFQ04	
OBJECTIVE OF BID:	Appointment of services providers for the provision of Tree cutting and Trimming Services for RBN for a period of 36 months.	
DESCRIPTION OF SERVICES:	Tree Cutting and Trimming Services	
ISSUE DATE:	21 November 2025	
COMPULSORY BRIEFING SESSION	NOT APPLICABLE	
RFP CLOSING DATE AND TIME:	4 December 2025	11H00
PROPOSAL TO BE EMAILED TO	Thuto.Makgahlela@bafokeng.com	
RFP VALIDITY PERIOD:	90 CALENDAR DAYS FROM CLOSING DATE	
ENQUIRIES: PROCUREMENT SPECIALIST	Thuto.Makgahlela@bafokeng.com	

1. INTRODUCTION

The Royal Bafokeng Nation ("RBN"), administered through the Royal Bafokeng Administration ("RBA") (RBN/A), is a traditional community-based in the Rustenburg Valley in the North West Province, South Africa. The RBN area falls within the Rustenburg Local Municipality ("RLM") and comprises 29 villages, organised into 5 regions over a land size ranging from 1200 to 1400 km². The area is home to approximately 128 000 people according to the latest count from PULA (i.e. Population and Use of Land Audit, an independent census conducted within the RBN boundary) of those, 67% are descendants of the Bafokeng, whilst 33% are Non-Bafokeng. The RBN has properties such as Schools, Clinics, Administrative Offices, Halls, Water infrastructures, etc.

The Royal Bafokeng Nation (RBN) intends to establish a long-term contract for the provision of tree cutting and trimming services to meet the organisation's operational requirements on an as-needed basis.

2. BACKGROUND

Currently, the Royal Bafokeng Nation Administration (RBN/A) does not have a formal contract in place for tree cutting, and trimming services. As a result, business units are required to source quotations on an ad hoc basis, which has proven to be both time-consuming and administratively burdensome. This fragmented approach often delays the timely arrangement of tree cutting, removal, and trimming services, impacting operational efficiency and responsiveness.

To address this challenge, the Request for Quotation (RFQ) seeks to streamline the procurement process by establishing a long-term tree cutting and trimming services.

3. OBJECTIVE OF THE BID

The objective of this bid is to appoint a service provider(s) to ensure the safe, compliant, and environmentally responsible removal and/or maintenance of trees identified by RBA.

4. SCOPE OF WORK

The scope of work includes:

- Conduct a full assessment of the trees to be removed or trimmed.
- Identify hazards, such as proximity to power lines, buildings, underground services, or traffic areas.
- Perform risk assessment before work begins.
- Confirm the number, type, and size of trees to be cut.
- Grind or remove stumps if specified
- Prune branches interfering with buildings, walkways, visibility, or utility lines
- Tree cutting, removal and pruning.
- All work must adhere to health and safety standards.
- Provision of barricades, flag persons, signs, and warning devices during operations to ensure safety.

- Felling trees as designated by RBA, with a list of trees provided.
- Disposal of logs, limbs, chips, and debris at designated dumping sites or recycling facilities.
- Final cuts close to ground level, with pre-cutting of heavy branches to prevent property damage.
- Protection of surrounding property, utilities, and vegetation during operations.
- Site cleanup after each day's work, restoring the site to its original condition.

4.1 Technical Requirements

The technical requirements include:

- Use of chainsaws, ropes, cones, danger tape, flags, and PPE (overall, helmet, safety boots, glasses, shin pads, earmuffs).
- Compliance with health and safety standards, including proper equipment and procedures.
- Protection of utilities and adjacent structures, with immediate reporting of any damage.
- Provision of barricades, warning signs, and flag persons during operations.
- Proper disposal of all debris and site restoration.

4.2 Skills Requirements

The bidder must demonstrate:

- Competent staff to deliver on the work.
- Ability to follow health and safety standards and environmental regulations.
- Capacity to provide adequate safety measures, including PPE and site management

4.3 Tree Sizes Framework

The rates below apply to each tree identified for removal, trimming, or cutting. If a tree's width exceeds the specified threshold but its height is relatively short, the width will take precedence in determining the applicable rate. For example, a tree with a width greater than one metre but a short height will be classified and charged at the rate for a large tree. Similarly, a tree with a height exceeding four metres, even if its width would normally place it in the small or medium category, will also be classified as large. All measurements must be agreed upon with an RBA representative prior to any commencement of services.

Size Category	Height Range	Width Range
Small	0 – 1.2 meters	0 - 0.5 meters
Medium	>1.2 – 2 meters	>0.5 - 1 meter
Large	4+ meters	1+ meter

4.4 Timeframes

Action	Responsibility	Date
Deadline for clarification questions	Service providers	28 November 2025
Deadline for responses to questions	RBN/A	01 December 2025
Closing date of bid submission	Service providers	04 December 2025
Successful bidder(s) appointed	RBN/A	Late January 2026
Commencement of services	Service providers	01 February 2026

4.5 Estimated start date

Services are anticipated to begin on the **01 February 2026** however, this date remains provisional and may be adjusted.

5. PRICING SCHEDULE

- Payment will be remitted to the service provider as per the deliverables indicated herein.
- Bidders are required to provide their bidding price on the Pricing Schedule below;
- The submitted proposal must reflect a fixed cost, which shall remain unchanged for the initial 12-month period. Upon conclusion of this period, RBN/A reserves the right to renegotiate the contract in accordance with prevailing inflationary trends and market conditions.
- The quoted rate must be all-inclusive, covering not only the cutting or trimming of trees but also the removal of rubble, logs, and any related debris from the site. Service providers are expected to ensure that the work area is left clean and free of obstructions upon completion.

Size Category	Height Range	Width	Tree Removal Offer (ex. Vat)	Tree Trimming/Cutting offer (ex. Vat)
Small	0 – 1.2 meters	0 - 0.5 meters	R	R
Medium	>1.2 – 3meters	>0.5 - 1 meter	R	R
Large	4+ meters	1+ meter	R	R

6. EVALUATION

The bid will be evaluated as follows;

- **Phase 1:** Pre-qualification.
- **Phase 2:** Administrative compliance

6.1 Phase 1 - Pre-qualification

The bidder is required to comply fully with the Pre-qualification criteria. Failure to comply with **the Pre-qualification will result in the disqualification** of the bid. The following must be submitted with the bid;

- a) The Service Provider must provide at least one reference letter demonstrating previously completed work of a similar nature.
- b) Only bidders registered with Royal Bafokeng Enterprise Development (RBED) will be eligible for consideration. Proof of registration on the RBED database must be included/submitted with the bid. A letter not older than two months from the closing date of this bid will be acceptable.
- c) Bidders must have Public Liability Insurance with a minimum cover of One Million Rand (R1000 000.00) per incident. Proof of this insurance must be provided in the form of a valid certificate or letter from the bidder's insurance provider.

Note:

If the bidder does not currently hold this insurance, they must submit a formal letter from their insurance provider (on their insurers official letterhead) confirming their intent to insure the bidder for the specified amount per incident.

The submitted proof of insurance or confirmation letter must be dated within one (1) month of the bid closing date.

Alternatively;

The bidder must submit a formal commitment letter on their official company letterhead confirming that, if awarded the contract, they will obtain the required public liability insurance coverage. Please note that no award letter will be issued unless proof of public liability insurance with a minimum cover of R1,000,000.00 is provided to RBA by the deadline specified by RBA.

6.2 Phase 2 - Administrative Compliance

The following documents should be submitted with the bid to evaluate adequately, namely;

- a) Company profile.
- b) CIPC confirmation of Company registration and Directors.
- c) Valid SARS Tax Compliance PIN.
- d) **Original and valid and / or certified** copy of B-BBEE status level certificate or sworn affidavits must be valid at the time of the closing of the RFP.
- e) Original Bidder Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with RBA.

- f) Bank confirmation letter.

Note: Non-submission of supporting documents at the time of bid closing will not result in automatic disqualification. However, if RBN/A requests the documents and the bidder fails to provide them within the timeframe requested, the bidder will be disqualified from the bidding process.

In the case of the BBBEE certificate or sworn affidavit, failure to submit at the time of bid closing will not lead to disqualification. However, the bidder will receive zero (0) points for the preferential scoring criteria applicable to the project.

7. CONDITION OF THE BID

- 7.1 RBN/A reserves the right to award the contract to multiple service providers, depending on the volume of events, meetings, or delegations requiring service. A rotational system will be implemented and closely monitored to ensure equitable distribution of opportunities among appointed providers.
- 7.2 Only bidders whose operations are based within the Royal Bafokeng region will be considered for this contract.
- 7.3 In the event of non-compliance with contractual terms, poor performance or services, RBN/A may require immediate rectification by the service provider. Should such issues persist and pose a risk to RBN/A, the contract may be terminated in writing with fourteen (14) working days' notice, in addition to any other remedies available under the contract.
- 7.4 RBN/A shall not be held liable for any loss or damage incurred by the successful bidder or its personnel during the execution of services.
- 7.5 The successful bidder(s) shall enter into a formal Service Level Agreement with RBN/A upon award of the contract.
- 7.6 No deposits or advance payments will be made for services rendered under this contract.
- 7.7 Sub-contracting and joint ventures are strictly prohibited.

8. CONFIDENTIALITY

No information or documentation may be used for any purpose other than providing for an RFQ proposal to RBN/A, and no copies of any document may be made, except with prior written approval from RBN/A.

The successful bidders and staff will be required to sign a non-disclosure agreement.

RBN respects your privacy. The processing, handling, and storage of your personal information will be conducted in accordance with the Protection of Personal Information Act, 4 of 2013.

9. CONTRACTUAL ARRANGEMENT

The service provider is required to enter into a service level agreement (SLA) with RBN/A to perform all functions as set out in the project specification.

10. FINANCIAL IMPLICATIONS

- 10.1 No service will be provided to RBN/A before an official purchase order has been issued to the supplier or service provider.
- 10.2 The service provider should be aware that RBN/A only pays after the services have been rendered.
- 10.3 Payments will be made by RBN/A within thirty (30) days of receipt of a valid invoice, duly supported by all requisite documents, in accordance with the Service Level Agreement

11. SUPPLIER DUE DILIGENCE

RBN/A reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. **Bidders must note that, RBN/A will conduct verification on the information submitted and any misrepresentation will result in an automatic disqualification.**

12. SUBMISSION OF BIDS DOCUMENTS

- 12.1 Bidders are strongly advised to submit their bids well in advance to accommodate any unforeseen circumstances that may cause delays.
- 12.2 RFP submission shall be emailed to Thuto.Makgahlela@bafokeng.com prior to the below-mentioned closing date and time with the email heading: **Tree Cutting and Trimming Services**
- 12.3 The closing date of this RFP is **04 December 2025 at 11h00 am.**

13. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid, and RBN/A will not be held responsible for these costs, regardless of the conduct or outcome of the RFP process.

14. PRICE OR FEES NEGOTIATION

RBN/A negotiate the price or fees with the preferred bidder during a competitive bidding process.

15. LATE BIDS

Bids received after the closing date and time will not be accepted for consideration. Bids documents should be submitted **before 11:00 am** on the **4th of December 2025** (i.e., closing date)

16. NON-COMMITMENT

RBN/A is not bound to accept any of the bids submitted. RBN/A reserves the right to withdraw or amend this RFP by notice in writing to all parties who have received the RFP prior to the closing date. The cost of preparing of bids will not be reimbursed.

17. FRAUD AND CORRUPTION

All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) and any other applicable legislation.

18. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF RFP DOCUMENTS

RBN/A will respond in email to any request for clarification of the RFP documents which it receives no later than the **01st December 2025**

Faxed bids will not be accepted

All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed in writing to the official(s) listed below:

19. RFP QUERIES

All RFP queries must be addressed to:

Mr. Thuto Makgahlela

Email: Thuto.Makgahlela@bafokeng.com

20. VALIDITY OF RFQ SUBMISSION

The RFP submission shall be held valid for **ninety (90) days** after the closing date.

21. SERVICE LEVEL AGREEMENT

RBN/A will require the service provider to enter into a Service Level Agreement that may define certain deliverables and time frames.

22. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We of do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The RBA for carrying out of the proposed work/service(s).

SIGNED AT on this day of 20.....

SIGNATURE :

NAME OF DELEGATED SIGNATORY :
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of the bidding company