



ANNEXURE C:

LANDSCAPING SERVICES

SCOPE OF WORKS (SOW)

1. Purpose

The purpose of this Scope of Work (SOW) is to define the landscaping and grounds maintenance services required to ensure that all Mowana managed properties maintain an attractive, safe, professional, and environmentally sustainable appearance.

The appointed landscaping service provider shall provide comprehensive landscaping, horticultural, irrigation, and grounds maintenance services for a portfolio comprising:

- Retail Centres
- Commercial Office Buildings
- Industrial Properties
- Parking Areas
- Perimeter Landscaping
- Common Areas
- Entrance Features
- Open Spaces and Courtyards
- Loading and Service Areas

Services shall be provided in a manner that enhances property value, tenant satisfaction, customer experience, environmental sustainability, and compliance with health and safety standards.

2. Objectives

The landscaping contractor shall:

- Maintain all landscaped areas in excellent condition.
- Promote healthy growth of lawns, trees, shrubs, and groundcover.
- Ensure properties maintain a neat, attractive, and professional appearance.
- Minimise health and safety risks associated with vegetation.
- Control weeds, pests, and plant diseases.
- Maintain irrigation systems to optimise water usage.
- Ensure compliance with environmental and health and safety requirements.
- Support sustainability initiatives and water conservation practices.

3. Scope of Services

The contractor shall provide all labour, supervision, equipment, tools, vehicles, materials, consumables, and expertise necessary to perform landscaping services.

The services shall include the following:

3.1. Lawn Maintenance

The contractor shall maintain all turf and lawn areas.

Services include:

3.1.1. Grass Cutting

- Mow all grassed areas to agreed height standards.
- Ensure uniform and professional appearance.
- Avoid scalping and turf damage.

3.1.2. Edge Trimming

- Trim all lawn edges.
- Maintain clean edges along pathways, kerbs, flower beds, and buildings.

3.1.3. Weed Control

- Remove invasive weeds.
- Apply approved herbicides where necessary.

3.1.4. Lawn Rehabilitation

- Reseeding and patch repair.
- Soil conditioning.
- Turf replacement where required.

3.1.5. Fertilisation

- Apply seasonal fertilisers.
- Promote healthy and uniform grass growth.

3.2. Tree Maintenance Services

The contractor shall maintain all trees located within the properties.

Services include:

- 3.2.1. Tree inspections.
- 3.2.2. Pruning and shaping.
- 3.2.3. Removal of dead branches.
- 3.2.4. Canopy management.
- 3.2.5. Removal of hazardous branches.
- 3.2.6. Clearance around lighting and CCTV cameras.
- 3.2.7. Clearance around buildings and signage.
- 3.2.8. Root management where required.

Emergency Tree Services

The contractor shall provide emergency response services for:

- Fallen trees
- Storm damage
- Dangerous limbs
- Obstructions affecting public access

3.3. Shrub and Hedge Maintenance

All shrubs and hedges shall be maintained at a neat and professional standard.

Services shall include the following:

- 3.3.1. Hedge trimming.
- 3.3.2. Pruning of shrubs and ornamental plants.
- 3.3.3. Shape maintenance.
- 3.3.4. Replanting where necessary.
- 3.3.5. Removal of dead vegetation.
- 3.3.6. Seasonal maintenance programs.

3.4. Flower Beds and Ornamental Gardens

The contractor shall maintain all flower beds and decorative gardens.

Services Include:

- 3.4.1. Soil preparation.
- 3.4.2. Seasonal planting.
- 3.4.3. Removal of dead plants.
- 3.4.4. Weed removal.
- 3.4.5. Fertilisation.
- 3.4.6. Mulching.
- 3.4.7. Garden rejuvenation.

The contractor shall recommend seasonal planting programs to enhance the appearance of the properties.

3.5. Irrigation System Maintenance

The contractor shall inspect and maintain all irrigation systems.

Responsibilities include:

- 3.5.1. Inspect sprinkler systems.
- 3.5.2. Repair damaged sprinkler heads.
- 3.5.3. Check valves and controllers.
- 3.5.4. Adjust irrigation schedules.
- 3.5.5. Repair leaks.
- 3.5.6. Optimise water usage.
- 3.5.7. Ensure complete system functionality.

Water Conservation

The contractor shall support water-saving initiatives through:

- Smart irrigation practices.
- Leak detection.
- Water-efficient scheduling.
- Drought-resistant planting recommendations.

3.6. Weed Control Services

The contractor shall implement a comprehensive weed management programme

Areas to be treated include:

- 3.6.1. Lawns
- 3.6.2. Flower beds
- 3.6.3. Parking areas
- 3.6.4. Pavements
- 3.6.5. Kerb lines
- 3.6.6. Perimeter fences
- 3.6.7. Service yards
- 3.6.8. Stormwater channels

Only environmentally approved herbicides shall be used.

3.7. Pest and Disease Control

The contractor shall:

- 3.7.1. Monitor plant health.
- 3.7.2. Identify pest infestations.
- 3.7.3. Identify plant diseases.
- 3.7.4. Recommend treatment plans.
- 3.7.5. Apply approved treatments.

Services shall be performed by suitably qualified personnel in accordance with environmental regulations.

3.8. Ground Maintenance Services

The contractor shall maintain all common and external areas.

Services Include:

- 3.8.1. Removal of litter.
- 3.8.2. Removal of green waste.
- 3.8.3. Leaf collection.
- 3.8.4. Cleaning of soft landscaped areas.
- 3.8.5. Maintenance of pathways and garden areas.
- 3.8.6. Cleaning around refuse storage areas.
- 3.8.7. Maintenance of parking lot landscaping.

3.9. Parking Area Landscaping

The contractor shall maintain all landscaping associated with parking areas including.

- 3.9.1. Tree maintenance.
- 3.9.2. Island garden maintenance.
- 3.9.3. Kerbside landscaping.
- 3.9.4. Weed removal.
- 3.9.5. Irrigation maintenance.
- 3.9.6. Visibility clearance at intersections and entrances.

Particular attention shall be given to maintaining visibility and safety for vehicles and pedestrians.

3.10. Perimeter and Boundary Maintenance

The contractor shall

- 3.10.1. Maintain perimeter landscaping.
- 3.10.2. Remove overgrown vegetation.
- 3.10.3. Prevent vegetation encroachment onto roads and walkways.
- 3.10.4. Maintain clear visibility along boundaries.
- 3.10.5. Ensure landscaping does not compromise security infrastructure.

3.11. Seasonal Planting and Beautification

The contractor shall provide seasonal enhancement programmes including:

- 3.11.1. Seasonal flowers.
- 3.11.2. Indigenous planting.
- 3.11.3. Decorative planting schemes.
- 3.11.4. Drought-resistant species.
- 3.11.5. Landscape rejuvenation projects.

3.12. Waste Removal and Disposal

The contractor shall:

- 3.12.1. Remove all green waste generated during maintenance operations.
- 3.12.2. Dispose of waste at approved disposal facilities.
- 3.12.3. Recycle organic material where feasible.
- 3.12.4. Leave all work areas clean upon completion.

4. Health, Safety and Environmental Requirements

The contractor shall comply with:

- 4.1 Occupational Health and Safety Act (OHSA)
- 4.2 Environmental Management Regulations
- 4.3 Local municipal by-laws
- 4.4 Property management policies

The contractor shall:

- Provide appropriate PPE.
- Secure work areas.
- Display warning signage.
- Maintain safety files.
- Conduct risk assessments.
- Ensure safe use of chemicals and equipment.

5. Staffing Requirements

The contractor shall provide:

- 5.1 Qualified Landscape Supervisor.
- 5.2 Trained landscaping personnel.
- 5.3 Horticultural specialists when required.
- 5.4 Irrigation technicians.
- 5.5 Certified pesticide applicators where applicable.

All personnel shall:

- Wear company uniforms.
- Display identification cards.
- Conduct themselves professionally.

6. Equipment Requirements

The contractor shall provide and maintain all necessary equipment including:

- 6.1 Lawn mowers.
- 6.2 Brush cutters.
- 6.3 Hedge trimmers.
- 6.4 Chainsaws.
- 6.5 Blowers.
- 6.6 Irrigation tools.
- 6.7 Hand tools.
- 6.8 Watering equipment.
- 6.9 Transport vehicles.

All equipment shall be maintained in safe working condition.

7. Reporting Requirements

The contractor shall submit:

7.1 Monthly Reports Including

- Services completed.
- Areas maintained.
- Irrigation repairs undertaken.
- Tree maintenance activities.
- Pest control activities.
- Safety incidents.
- Water management initiatives.
- Recommendations for improvement.

7.2. Annual Reports Including

- Landscape condition assessment.
- Replacement planting recommendations.
- Capital improvement recommendations.
- Sustainability initiatives.

8. Key Performance Indicators (KPIs)

KPI	Standard
Scheduled visits completed	100%
Lawn appearance compliance	95%
Weed-free landscaped areas	95%
Response to emergencies	Within 4 hours
Irrigation faults repaired	Within 48 hours
Monthly reporting compliance	100%
Customer/tenant complaints resolved	Within 48 hours
Safety compliance	100%

9. Service Location and Frequency of Service

Retail & Office Precincts	Property Name	Asset Class	GLA	Number of Gardners Required	Service Frequency
18 Properties					
	The Wedge (WED2)	Retail	15 439	01	Mon-Frid
	47 van Buuren (BMS1)	Industrial	4 578	0	Three times per week
	Centurion DC			0	Once a week
	10 Junction Avenue (BPH1)	Office	10 817	01	Mon-Frid
	Constantia Kloof (CON2)		1 845	0	Twice per week
	Gijima AST Holdings (GIJ1)		21 313	02	Mon-Frid
	Greenoaks (GRE1)		4 974	01	Mon-Fri
	3 M (3M01)		8 466	01	Mon-Fri
				0	
	Uunet (UUN1)		7 493	0	Twice per week
	Waterfall Close (WAT4)		3 638		
	Wedgefield Phase 111 (WED1)		4 928		
	10 Queens Road (AIG1)		7 934	01	Mon-Frid
	10 Fricker Road (WEB2)		10 701	0	Three times per week
	11 Fricker Road (FRI1)		8 870	0	Three times per week
	72 Grayston Drive		5834	0	Twice per week
	6A Sandown Valley Crescent (PER1)		9 544	0	Twice per week
	Rochester Place (ROC2)		10 565	2	Mon-Fri
	27 Fredman Drive (SUN1)		8 513	0	Once a week

10. Contractor Qualification Requirements

Bidders shall provide the following:

- Company profile.
- Active membership with SALI (South African Landscaping Institute)-Proof of membership Certificate. Or
- Membership with the South African Nursery Association (SANA) or equivalent industry body.
- Valid COIDA letter of good standing issued by the Compensation Fund.
- Registration with the Department of Agriculture, Land Reform and Rural Development (for weed control and pest management)