REQUEST FOR QUOTATION · COMMON-PROPERTY GARDEN MAINTENANCE

Garden maintenance: request for quotation

Send the same completed form to every contractor you ask to quote. Ask them to price the scope exactly as written and to list anything extra separately. The quotes will then line up.

A The scheme

SCHEME / ESTATE _____ SUBURB _____

NUMBER OF UNITS _____ MANAGING AGENT _____

CONTACT PERSON _____ PHONE / EMAIL _____

Areas included:

☐ Entrance & verges ☐ Internal lawns ☐ Beds ☐ Hedges ☐ Paving & walkways ☐ Play / pool area ☐ Exclusive-use gardens ☐ Veld boundary (firebreak)

Site plan attached: ☐ Yes ☐ No (sketch on page 2)

B Scope of work

NO.	TASK	INCLUDE?	FREQUENCY REQUIRED
2.1	Mowing of all common-area lawn, clippings collected	☐ Include	
2.2	Edging along kerbs, paving, paths and beds	☐ Include	
2.3	Weeding of beds and paving joints	☐ Include	
2.4	Litter pick-up on lawns and beds	☐ Include	
2.5	Leaf and garden-refuse removal from site	☐ Include	
2.6	Pruning of shrubs and trimming of hedges	☐ Include	
2.7	Irrigation check: leaks, broken heads, controller times	☐ Include	
2.8	Fertilising and lawn dressing	☐ Include	
2.9	Herbicide and pesticide application	☐ Include	
2.10	Seasonal cut-backs and winter clean-up	☐ Include	

C Visit frequency

Summer (Oct–Mar): ☐ Weekly ☐ Fortnightly ☐ Daily / on-site ☐ Contractor to advise

Winter (Apr–Sep): ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Contractor to advise

December / public holidays: ☐ Normal schedule ☐ Agreed reduced schedule

D Materials, refuse and irrigation

Fertiliser & lawn dressing supplied by: ☐ Contractor (state times per year) ☐ Body corporate

Garden refuse: ☐ Removed from site by contractor ☐ Left in a designated area

Irrigation: ☐ None ☐ Checks only ☐ Checks + minor repairs Zones / controller: _____

E Once-off work to price separately

☐ Trees to fell / reduce: _____ ☐ Stumps to grind: _____ ☐ New lawn: _____ m² ☐ Other: _____

F Access and working rules

Working hours, access control and security procedures, parking for contractor vehicles, water point:

G Documents to include with the quote

- ☐ Public liability insurance certificate (cover amount)
- ☐ COIDA Letter of Good Standing
- ☐ SARS tax compliance PIN
- ☐ Company registration (CIPC) · ☐ B-BBEE certificate or affidavit (if required by the scheme's policy)
- ☐ Two references from similar complexes · ☐ Safety method for tree work near buildings (if applicable)

H The quote must state

- Monthly fee for the scope above, VAT inclusive, and the annual escalation
- Team size and hours on site per visit; who supervises
- How complaints are logged and the response time · visit reporting, if any
- Contract term and notice period · current contractor's notice period here: _____

I Site walk and deadline

SITE WALK DATE / TIME _____ QUOTES DUE BY _____

PREFERRED START DATE _____ SEND QUOTES TO _____

J Sketch / notes