



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

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Page 1 of 23

### **ANNEXURE A**

## **SUPPLY, MAINTENANCE AND REPLACEMENT OF OFFICE PLANTS, FLOWERS & DESK BOWLS FOR A PERIOD OF 3 YEARS**

### **1. PURPOSE**

- 1.1. In an effort to minimize the spread of COVID-19 in the workplace, there are various cleaning agents and/or chemicals that are frequently used at ICASA's premises as part of the measures aimed at minimizing the spread of COVID-19 in the workplace. The frequent use of these cleaning agents may have an effect on the indoor air quality. Plants, on the other hand, play an important role in cleaning the polluted air. These plants and flowers also create a healthier and more attractive working environment.
- 1.2. ICASA hereby requests the services of a qualified, experienced and technically trained service provider, with a minimum of three (3) years, in the supply, maintenance and replacement of indoor office plants, flowers and desk bowls.
- 1.3. The proposed services must include the supply, maintenance and replacement, including pots, plant and full maintenance, on a rental basis for a period of three (3) years.

### **2. GENERAL REQUIREMENTS**

- 2.1. Pots and plants to be supplied must be suitable for the corporate office environment (e.g. stainless steel pots).
- 2.2. Where colourful pots are proposed, they must be in ICASA's corporate colours (which will be provided on request).
- 2.3. Proposed plants and flowers must be live and suitable/acclimatised for indoor use (no artificial plants) – service provider to confirm if they are offering live or artificial plants.



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

Page 2 of 23

- 2.4. Proposed flower arrangements to be supplied on a weekly basis (every Monday) or the following day in case of a public holiday.
- 2.5. Proposed plants and/or flowers must be able to endure all indoor temperatures, lighting conditions and air conditioning
- 2.6. The service provider must propose the right/correct plants, taking into consideration where they will be located in terms of natural light and ventilation (e.g. full sun/light, semi shade and shaded areas).
- 2.7. Pot sizes and proposed plants and flowers must be clearly specified and must be accompanied by images (as part of the proposal).
- 2.8. Plants must be checked by a qualified service technician(s) on a weekly basis.
- 2.9. If the plants and/or flowers deteriorate at any stage and are not revivable, or become diseased and cannot be recuperated, they must be replaced at no extra cost to ICASA.
- 2.10. All pots/vases/bowls must be waterproofed to avoid damage to external surfaces.
- 2.11. All plants must be disease free, fully grown and of an appropriate height of a mature plant.
- 2.12. Service provider must be trained to maintain high horticultural standards, ensure consistent quality displays and must follow recognised horticultural practices.
- 2.13. Service provider must have a presence in Gauteng, either through approved supply chain partnerships (e.g. consortium, joint venture etc.) and/or be able to deliver the requested services in Gauteng.
- 2.14. ICASA closes its offices (shutdown) between 16 December to the first Sunday of the new year. During shutdown, the delivery of flower arrangement services must be stopped and resumed on the first Monday of the new year. This break in service must be factored in when quoting, as ICASA does not expect to pay for flower arrangement services during shutdown.



## Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

Page 3 of 23

### **3. MAINTENANCE**

- 3.1. Servicing of plants must include the regular watering, fertilising, pruning/trimming, pests and disease control as well as plants hygiene.
- 3.2. Servicing of plants must also include the continuous assessments of the plants' conditions, cleaning and dusting of foliage, soil and bark chips levels are topped up regularly.

### **4. SCOPE OF WORK**

- 4.1. The proposed location of plants, flowers and desk bowls is as follows:
  - 4.1.1. Receptions;
  - 4.1.2. General work spaces;
  - 4.1.3. Foyers/passages;
  - 4.1.4. Library;
  - 4.1.5. Auditorium;
  - 4.1.6. Chairperson's office;
  - 4.1.7. Chief Executive Officer's office;
  - 4.1.8. Boardrooms
- 4.2. Refer to attached Annexure A for the scope of work breakdown

### **5. PERSONNEL**

- 5.1. Professional personnel with an education background in horticulture and/or interior decorating. (attach CV + valid qualifications).
- 5.2. Site technicians servicing the plants should have education background and/or training in plant management and maintenance (attach relevant certificates).

### **6. REFERENCES**

- 6.1. Provide a list of three (3) to five (5) references, on company letterhead, for similar projects/contracts that your company was involved in, in a corporate



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

environment, including customer contact details, indicate size of projects/contracts in terms of length, budget and number of resources deployed including the technologies and tools used.

	<b>Client details</b>	<b>Contact Person &amp; Number</b>	<b>Project/Contract Value</b>	<b>Project/Contract Duration</b>
1				
2				
3				
4				
5				

**7. EVALUATION CRITERIA**

<b>FUNCTIONALITY EVALUATION</b>	<b>WEIGHTS</b>
<p><b>METHODOLOGY</b></p> <p>The methodology covers:</p> <ul style="list-style-type: none"> <li>a. Proposed live plants and flowers suitable/acclimatised for indoor use;</li> <li>b. Specified the plants and/or flowers preferred location/positioning in terms of natural light and ventilation (e.g. full sun/light, semi shade and shaded areas);</li> <li>c. Specified pot/bowl sizes and proposed plants sizes;</li> <li>d. Images of proposed plants, pots/bowls and flower arrangements;</li> <li>e. Specified how personnel will be trained to maintain high horticultural standards and follow recognised horticultural practices.</li> </ul>	<p><b>30 (WEIGHT)</b></p> <p>= 5</p>



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

<ul style="list-style-type: none"> <li>a. Proposed live plants and flowers suitable/acclimatised for indoor use;</li> <li>b. Specified the plants and/or flowers preferred location/positioning in terms of natural light and ventilation (e.g. full sun/light, semi shade and shaded areas);</li> <li>c. Specified pot/bowl sizes and proposed plants sizes</li> <li>d. Images of proposed plants, pots/bowls and flower arrangements;</li> </ul>	= 4
<ul style="list-style-type: none"> <li>a. Proposed live plants and flowers suitable/acclimatised for indoor use;</li> <li>b. Specified the plants and/or flowers preferred location/positioning in terms of natural light and ventilation (e.g. full sun/light, semi shade and shaded areas);</li> <li>c. Specified pot/bowl sizes and proposed plants sizes</li> </ul>	= 3
The proposed methodology does not fully meet ICASA's requirements;	= 2
Irrelevant/no submission	= 1
<b>MAINTENANCE</b>	<b>30 (WEIGHT)</b>
<p>The proposed maintenance schedule includes:</p> <ul style="list-style-type: none"> <li>a. Regular watering of plants and flowers</li> <li>b. Cleaning and trimming of plants;</li> <li>c. Fertilising of plants;</li> <li>d. Keeping plants free of pest and disease treatment;</li> <li>e. Weekly and monthly schedule of activities to be undertaken by the qualified personnel;</li> </ul>	= 5
<ul style="list-style-type: none"> <li>a. Regular watering of plants and flowers;</li> <li>b. Cleaning and trimming of plants;</li> <li>c. Fertilising of plants;</li> <li>d. Keeping plants free of pest and disease treatment;</li> </ul>	= 4
<ul style="list-style-type: none"> <li>a. Regular watering of plants and flowers;</li> <li>b. Cleaning and trimming of plants;</li> <li>c. Keeping plants free of pest and disease treatment;</li> </ul>	= 3
The proposed maintenance does not fully meet ICASA's requirements;	= 2
Irrelevant/no submission	= 1
<b>PERSONNEL</b>	<b>30 (WEIGHT)</b>
<p>The service provider has:</p> <ul style="list-style-type: none"> <li>a. Attached the relevant structure and composition of their team i.e. the key technical staff member/expert(s), support staff, and names of second choice alternate personnel;</li> <li>b. Clearly specified the roles and responsibilities of each key technical staff member/expert(s) and have been set out as summarized job descriptions;</li> <li>c. Attached key technical staff member/expert(s) relevant horticultural and interior decoration qualifications (certificates, diplomas or degrees as well as professional registration certificates), experience previous and current occupation;</li> <li>d. Included full detailed CV's of the key technical staff members/experts that will be fully dedicated to the contract.</li> <li>e. A contract manager and supervisor/foreman with a minimum of five (5) years' experience in managing projects of similar nature.</li> </ul>	= 5
<ul style="list-style-type: none"> <li>a. Attached the relevant structure and composition of their team i.e. the key technical staff member/expert(s), support staff, and names of second choice alternate personnel;</li> <li>b. Clearly specified the roles and responsibilities of each key technical staff member/expert(s) and have been set out as summarized job descriptions;</li> </ul>	



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

<ul style="list-style-type: none"> <li>c. Attached key technical staff member/expert(s) relevant horticultural qualifications (certificates, diplomas or degrees), experience previous and current occupation;</li> <li>d. Included full detailed CV's of the key technical staff members/experts that will be fully dedicated to the contract.</li> <li>e. A contract manager and supervisor/foreman with a minimum of four (4) years' experience in managing projects of similar nature (refer to CV).</li> </ul>	= 4
<ul style="list-style-type: none"> <li>a. Attached the relevant structure and composition of their team i.e. the key technical staff member/expert(s), support staff;</li> <li>b. Clearly specified the roles and responsibilities of each key technical staff member/expert(s) and have been set out as summarized job descriptions;</li> <li>c. Attached key technical staff member/expert(s) relevant horticultural qualifications (certificates, diplomas or degrees), experience previous and current occupation;</li> <li>d. Included full detailed CV's of the key technical staff members/experts that will be fully dedicated to the contract.</li> <li>e. A contract manager and supervisor/foreman with a minimum of three (3) years' experience in managing projects of similar nature (refer to CV).</li> </ul>	= 3
The proposal meets any two (2) of the above-mentioned requirements	= 2
The proposal meets any one (1) of the above-mentioned requirements	= 1
<p><b>REFERENCES</b> <span style="float: right;"><b>10 (WEIGHT)</b></span>            Provided references <i>on company letterhead</i>, where service provider rendered services of <i>similar nature</i>, in a corporate environment:</p>	
a. Five (5) or more references provided;	= 5
b. Four (4) references provided;	= 4
c. Three (3) references provided;	= 3
d. Two (2) or less references provided;	= 2
e. Irrelevant/no reference(s) provided	= 1
<b>Total:</b>	<b>100</b>
<b>Threshold</b>	<b>70</b>

**8. SCOPE OF WORK BREAKDOWN WITH SAMPLE IMAGES** (Annexure A)

**9. PRICE SCHEDULE** (Annexure B)



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park



Eco Park, Centurion

Private Bag X10, Highveld Park 0169



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**ANNEXURE A: PLANTS, POTS, FLOWERS REQUIREMENTS**

<b>LOCATION</b>	<b>QTY</b>	<b>DIVISION/AREA</b>	<b>PLANTS/FLOWERS</b>	<b>POTS/FLOWERS DESCRIPTION</b>	<b>COLOUR/IMAGES</b>
Reception	4	Reception Areas	Areca Palm (shoulder height plant)	Cone shaped, stainless steel planters  Size: 1000mm or equivalent	
	2	Reception Areas	Flower Arrangements (in a vase)	A beautiful display of various, fresh seasonal flowers, with medium to long branches	







**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

General work spaces/open plan areas	2 2 2 2 2 2	Corporate Services PRA Licensing IT/CCA HR Gym area	Dracaena Warneckii (shoulder height plant)	Cone shaped, stainless steel planters  Size: 1000mm or equivalent	
<b>LOCATION</b>  General work spaces/open plan areas	<b>QTY</b> 2 2 2 2 1 2 2 2	<b>DIVISION/AREA</b> Corporate Services PRA Licensing IT/CCA Executive: Regions Auditorium Internal Audit Legal, Risk & CCC	<b>PLANTS/FLOWERS</b> Dracaena Marginata (shoulder height plant)	<b>POTS/FLOWERS DESCRIPTION</b> Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	<b>COLOUR/IMAGES</b>  






**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	2 2 2 1 2 2	Corporate Services PRA Licensing IT/CCA Finance Legal, Risk & CCC	Dracaena Corn Plant (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	2 2 2 2 2 2 2 2 1 2 2 2 2	Corporate Services PRA Licensing IT/CCA HR Finance Isolation Areas Executive: Regions Gym area Canteen Auditorium Legal, Risk & CCC	Areca Palm (shoulder height plant)	Cone shaped, stainless steel planters  Size: 1000mm or equivalent	
	<b>QTY</b>	<b>DIVISION/AREA</b>	<b>PLANTS/FLOWERS</b>	<b>POTS DESCRIPTION</b>	<b>COLOUR/IMAGE</b>





**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

<b>LOCATION</b>  General work spaces/open plan areas	2 1 2 2 2 2	Licensing Gauteng Region IT/CCA Finance E & T Internal Audit	Dracaena Janet Craig (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1 2 2 2 2 2	Licensing Gauteng Region Finance Canteen E & T Internal Audit	Ficus Benjamina (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	3 3 3 3	Corporate Services Licensing HR Finance	Dracaena Janet Craig (table top)	Gloss painted square vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	






**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	1 1 1 1	Corporate Services PRA IT/CCA HR	Sansevieria (in a desk bowl)	Gloss painted round vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	
<b>LOCATION</b>	<b>QTY</b>	<b>DIVISION/AREA</b>	<b>PLANTS/FLOWERS</b>	<b>POTS DESCRIPTION</b>	<b>COLOUR/IMAGE</b>
Foyers/passages	4  4	Foyers/passages	Areca Palm (shoulder height plant)  Ficus Benjamina (shoulder height plant)	Fibreglass plant  1500mm x 700mm or equivalent	





**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

Library	2	Library	Ficus Benjamina (shoulder height plant)	Gloss cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1	Pause Area	Peace Lily, Red or any other colour (table top – desk bowl) (if not in season, an equivalent plant must be supplied)	Gloss painted contemporary vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	
Chairperson	1	Chairperson's Office	Peace Lily, Red or any other colour (table top – desk bowl) (if not in season, an equivalent plant must be supplied)	Gloss painted contemporary vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	
<b>LOCATION</b>	<b>QTY</b>	<b>DIVISION/AREA</b>	<b>PLANTS/FLOWERS</b>	<b>POTS DESCRIPTION</b>	<b>COLOUR/IMAGE</b>





**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

Chairperson	2	Chairperson's Office	Dracaena Marginata (waist height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1	Chairperson's Office	Flower arrangement (in a vase)	A beautiful display of various, fresh seasonal flowers, with medium to long branches	






**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

Council	6	Council Open Area	Zamioculcas Zamiifolia (waist height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
<b>LOCATION</b>	<b>QTY</b>	<b>DIVISION/AREA</b>	<b>PLANTS/FLOWERS</b>	<b>POTS DESCRIPTION</b>	<b>COLOUR/IMAGE</b>
Council	2	Council open area	Peace Lily, Red or any other colour (table top – desk bowl) (if not in season, an equivalent plant must be supplied)	Gloss painted contemporary vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	






**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

Chief Executive Officer	1	CEO's Open Area	Peace Lily, Red or any other colour (table top – desk bowl) (if not in season, an equivalent plant must be supplied)	Gloss painted contemporary vases (ICASA Corporate Colour) Width:200 - 250mm Depth:200 - 250mm Height:200 - 2500mm	
	2	CEO's Open Area	Dracaena Marginata (waist height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1	CEO's office	Flower arrangement (in a vase)	A beautiful display of various, fresh seasonal flowers, with medium to long branches	






**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

Boardrooms	2 2 2	Corporate Services Finance Council (Small)	Dracaena Corn Plant (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1 1 2 1 2 2	PRA IT/CCA Next to Auditorium Chairperson CEO Council (Big)	Areca Palm (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
	1 2 1 2	Gauteng Region HR Executive: Regions Auditorium	Dracaena Marginata (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	



**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	1	E&T	Ficus Benjamina (shoulder height plant)	Gloss, painted, cone shaped planters, with stainless steel top part  1000mm or equivalent	
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**ANNEXURE B: PRICE SCHEDULE**

LOCATION	QTY	POTS, PLANTS & FLOWERS DESCRIPTION	SIZE (in cm)	COLOUR (where applicable)	UNIT COST	TOTAL COST (incl. VAT)
<b>FLOWERS</b>						
<b>Reception: weekly flower arrangements (in vases)</b>	2	A beautiful display of various fresh seasonal flowers, with medium to long branches  (delivered every Monday, except during ICASA shutdown)				
<b>POT PLANTS</b>						
<b>Reception: pot plants</b>	4	Areca Palm (shoulder height plant)				
	4	Cone shaped, stainless steel planters (1000mm or equivalent)				
<b>General work spaces/ open plan areas</b>	12	Dracaena Warneckii (shoulder height plant)				
	12	Cone shaped, stainless steel planters (1000mm or equivalent)				



**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	15	Dracaena Marginata (shoulder height plant)				
	15	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	11	Dracaena Corn Plant (shoulder height plant)				
	11	Gloss, painted cone shaped planters, with stainless steel top part				
	23	Areca Palm (shoulder height plant)				
	23	Cone shaped, stainless steel planters (1000mm or equivalent)				
	11	Dracaena Janet Craig (shoulder height plant)				
	11	Gloss, painted cone shaped planters, with stainless steel top part				
	11	Ficus Benjamina (shoulder height plant)				
	11	Gloss, painted cone shaped planters, with stainless steel top part				
<b>LOCATION</b>	<b>QTY</b>	<b>POTS, PLANTS &amp; FLOWERS DESCRIPTION</b>	<b>SIZE</b> (in cm)	<b>COLOUR</b> (where applicable)	<b>UNIT COST</b>	<b>TOTAL COST</b> (incl. VAT)
<b>General work spaces/ open plan areas</b>	12	Dracaena Janet Craig (table top)				
	12	Gloss painted square planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				
	4	Sansevieria (in a desk bowl)				



**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	4	Gloss painted round planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				
<b>Foyers/passages</b>	4	Areca Palm (shoulder height plant)				
	4	Fibreglass planter (1500mm x 700mm or equivalent)				
	4	Ficus Benjamina (shoulder height plant)				
	4	Fibreglass planter (1500mm x 700mm or equivalent)				
<b>Library</b>	2	Ficus Benjamina (shoulder height plant)				
	2	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	1	Peace Lily, Red or any other colour (table top - desk bowl) (if not in season, an equivalent/similar plant must be supplied)				
	1	Gloss painted contemporary planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				
<b>Chairperson</b>	1	Peace Lily, Red or any other colour (table top - desk bowl) (if not in season, an equivalent/similar plant must be supplied)				
	1	Gloss painted contemporary planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				



**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

LOCATION	QTY	POTS, PLANTS & FLOWERS DESCRIPTION	SIZE (in cm)	COLOUR (where applicable)	UNIT COST	TOTAL COST (incl. VAT)
<b>Chairperson</b>	2	Dracaena Marginata (shoulder height plant)				
	2	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	1	A beautiful display of various fresh seasonal flowers, with medium to long branches  (delivered every Monday, except during ICASA shutdown)				
<b>Council</b>	6	Zamioculcas zamiifolia (shoulder height plant)				
	6	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	2	Peace Lily, Red or any other colour (table top - desk bowl) (if not in season, an equivalent/similar plant must be supplied)				
	2	Gloss painted contemporary planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				
<b>Chief Executive Officer</b>	1	Peace Lily, Red or any other colour (table top - desk bowl) (if not in season, an equivalent/similar plant must be supplied)				
	1	Gloss painted contemporary planter (in ICASA's Corporate Colour Width: 200-250mm; Depth: 200-250mm; Height: 200-250mm or equivalent)				
	2	Dracaena Marginata (shoulder height plant)				



**Independent Communications Authority of South Africa**  
 350 Witch-Hazel Avenue, Eco Point Office Park  
 Eco Park, Centurion  
 Private Bag X10, Highveld Park 0169

	2	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	1	A beautiful display of various fresh seasonal flowers, with medium to long branches  (delivered every Monday, except during ICASA shutdown)				
<b>Boardrooms</b>	6	Dracaena Corn Plant (shoulder height plant)				
<b>Boardrooms</b>	6	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	9	Areca Palm (shoulder height plant)				
	9	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	6	Dracaena Marginata (shoulder height plant)				
	6	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
	1	Ficus Benjamina (shoulder height plant)				
	1	Gloss, painted cone shaped planters, with stainless steel top part (1000mm or equivalent)				
<b>Installation costs (once off)</b>						
<b>Maintenance (monthly)</b>						
<b>Other costs (specify, if any):</b>						



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<b>TOTAL BID PRICE:</b> _____						