

Quotation number: Q5951/2018

**TERMS OF REFERENCE FOR ALARM SYSTEM INSTALLATION AND ARMED RESPONSE
SERVICES (REQUEST FOR QUOTATION)**

BACKGROUND

The garden is located at the end of Mayors Walk in Pietermaritzburg, KwaZulu-Natal. Pietermaritzburg is the home of the provincial legislature for the KwaZulu-Natal Province.

This garden was established in 1874, the Garden's Victorian past is evident in its magnificent specimens of northern hemisphere plants, such as the swamp cypress, tulip trees, camphor trees, plane trees, giant figs and magnolias. One of the finest features of the Garden is the avenue of London Plane trees, which has been stunning visitors since 1908.

The KZNNBG property is 47.7 ha of which 12 ha is landscaped area, with the remaining 35.7 ha being either natural or a low-maintenance area. The boundary of the KZNNBG fenced, and it only has two public gates (i.e. Main boom gate and Tatham road resident's gate)

The KZNNBG is open to the public 365 days a year from 8h00

1. SPECIFICATIONS

The SANBI requires a Security Company to supply and install and Alarm System and provide Armed Response services at the KwaZulu-Natal National Botanical Garden as follows:

- The Security Company must be PSIRA (Private Security Industry Regulatory Authority) compliant with sufficient experience in armed response services.

- Provide quick armed response services of between 1 – 5 minutes after receiving alarm activation.
- Must have an existing patrolling vehicle within a radius of about 10km away from the KwaZulu Natal National Botanical Garden in order to respond on time.
- Maintain and repair all alarm systems in the garden.
- Ensure compatibility with the alarm system to allow for sms notification of any alarm activation to the client (linked to two cell phones)
- Ensure that the alarm system is linked to service provider's control room for armed reaction and monitoring purposes.

The Security companies applying for this contract **must** be operating in the Pietermaritzburg area and have the armed response stationed in the area for quick response in less than 5 minutes as mentioned above.

The Security Company will comply with all relevant government legislations such as Basic Condition of Employment, Labour Relations Act etc. As well as comply with SANBI's terms and conditions including the service level agreement.

NB: Any once off site establishment cost must be specified

2. SERVICES REQUIRED

2.1 The Armed Response Security Company is required to:

Install an alarm system and link to the company's response system and provide armed response services using the installed technical equipment, maintain and service all alarm system equipment in the garden.

2.2.1 ALARM INSTALLATION

2.2.1.1 Alarm system items to be installed and linked are as follows:

Locality in the garden	Item description
Clivia hall & Admin office	• Link up- existing alarm system
	• New alarm system and control panel

Nursery storerooms and work shops	To be linked up at the control room for immediate response
Conservation Office	Alarm exists- Link up required
Curators House	- Link up existing alarm - Link up existing security beams
Ticket Office	Panic button installation and link up
	- CCTv camera - Bullet proof clear glass
Boom Gate	Panic button installation and link
Cycad Garden existing beams repairs	- Repairs to the existing security beams - Security beams to be linked to the gardens ticket office for response by the security guards within the premises.
Curio Shop	New alarm installation
	- All panels must be manually and remotely controlled and two remotes supplied per panel - Both panels must include panic buttons (both fixed and on remote). - Apart from remotes, panels must also be controlled manually by means of Personalized security codes. - Link magtouch to two SANBI's officials' computers.

- 2.2.1.1.1 For installation of the alarm system the service provider should be a member of SAIDA association. The bidder will be required to issue a certificate of compliance after the alarm system has been installed.
- 2.2.1.1.2 The bidder will be required to keep duplicate certificates for the duration of the contract.
- 2.2.1.1.3 All non-compliance exceptions are to be recorded on the certificate

2.2.2 Garden facilities to be included in the armed response services are:

- a) Guard house and Ticket Office (Main gate)
- b) Admin office block
- c) Environmental Education block
- d) Curator's house
- e) Workshops
- f) Clivia hall

2.2.3 Other facilities without alarm activations are as follows:

- a) Office parking area
- b) SANBI vehicles parking area
- c) Public open space areas
- d) Staff kitchens and change rooms

Please note that these areas need to be covered by armed response as well
In future some of these areas will need alarm installation.

2.2.4 Respond to panic and forced entry

- 2.2.4.1 The Armed Response Security Company will work closely with existing Guarding Security Company, or any other law enforcement services/agencies such as the neighboring Community Policing Forums, traffic Department, and the South African Police Service.

3. CONSTRUCTION

3.1 Intruder alarm system

The intruder alarm system shall consist of detection circuits, various detection devices, control equipment, one or more signalling circuits, signalling equipment and the necessary power supply equipment.

3.2 Precautions against tampering

3.2.1 The control panel housing cover and electronic detection devices e.g. PIR, glassbreak, etc, must be tamper protected on a 24 hour zone in retail, commercial, industrial and high risk domestic installations.

3.2.2 The communication devices, antenna, control panel and power supply must be in a protected area.

3.2.3 Wiring of electronic detectors may not use a common negative.

3.2.4 The detection devices and other parts of the alarm system shall be so mounted and located that the possibility of interference by mechanical or magnetic means is reduced to a minimum. Where the frame of a protected door, window or other entry exit point can be readily displaced, this displacement must create an alarm condition.

3.3 Detection circuits

3.3.1 Every detection circuit forming part of the intruder alarm system shall be so arranged that failure of the power supply to the circuit displays a fault condition during arming.

3.4 Control equipment

3.4.1. Location and Enclosure Where ceiling access is possible, the control panel, radio and antenna shall be installed a minimum of 1,5m below the ceiling, or in an area that is not vulnerable to tampering from within the ceiling void. These devices must be protected by a volumetric detector on an instant zone and must not be visible from the outside of the premises. This will not apply in the stay mode.

3.4.2 System Control Facilities

3.4.2.1 Digital keypads are to be of the data transfer technology type.

3.4.2.2 The use of a mechanical keyswitch alone is prohibited.

3.4.2.3 In the case of an intruder alarm system having a keypad as an integral part of the enclosure, it may not be part of the entry/exit area. In the armed state, a person must not be able to gain access to the control panel within the entry delay period.

The control panel and battery must not be in an entry/exit delay zone. It is recommended that remote arming or a second keypad be used.

3.4.2.4 Remote Arming

All remote arming transmitters must be of the Encrypted Rolling code type.

3.4.2.5 The client must be clearly informed of any possible risks associated with the use of remote arming.

3.4.3 Disarming When using a time delay on a zone protecting the keypad, such entry delay shall not exceed 30 seconds.

3.4.4 Arming during the arming period procedure the status of all isolated circuits or faulted circuits shall be easily accessible.

3.4.4.1 Circuit Identification

Where more than one detection circuit is used, the control equipment shall be capable of indicating immediately the individual circuit in which the alarm condition occurred, on disarming the control panel.

3.4.4.2 Bypass/Isolation Once armed, no bypassed zones shall be indicated on the keypad.

3.5 Power Supply Equipment

3.5.1 The mains transformer must be a minimum of 40VA, fused, surge protected and should not be less than the control panel manufacturer's specification. Due consideration must be given to the current draw of all devices connected to the control panel. All transformers shall have internal PTC's and/or thermal fuses for protection against short circuits.

3.5.2 The control panel back-up battery must have a minimum capacity of 7.0aH and be of the sealed type or have a minimum standby time of six hours for any part of the system. The control panel must provide a low battery cut-off of a minimum of 10.2v. (Exclusive of wireless systems)

3.5.3 The battery charger shall be sufficient to recharge the battery to the required capacity within 24 hours.

3.5.4 The use of liquid electrolyte lead acid type or car batteries is not permitted.

3.5.5 A mains failure or low battery signal shall be transmitted to the central station.

3.5.6 The cable from the transformer to the control panel must have a minimum core diameter of 0.5mm (Cabtyre)

3.5.7 All power supply equipment shall be correctly earthed according to manufacturer's instructions using an electrical earth.

3.6 Audible sounders

3.6.1 The audible sounders shall be capable of sounding for a minimum period of three (3) minutes and must comply with the relevant Municipal Regulation.

3.6.2 All sounders must be audible unless agreed to in writing between the client and the installation company.

3.6.3 External sounders shall have their cables monitored for tamper by the control panel.

3.7 Signalling Equipment Systems

3.7.1 To Central Stations/Control rooms. The following methods are considered acceptable. Use can be made of one or more of the following. Dual monitoring using different technologies or carrier mediums is recommended. ♦ PSTN ♦ Radio ♦ GSM Communication ♦ SWIFTNET ♦ TCP/IP ♦ Spread Spectrum

3.7.2 3.7.2 Minimum signals i.e. burglary and panic must be monitored separately. The radio transmitter and antenna must be correctly installed to manufacturers specifications.

3.7.3 The DC power cable from the Radio transmitter to the control panel must have a minimum core diameter of 0.5mm (Cabtyre or Ripcord).

3.7.4 Where required, all communication equipment shall be ICASA approved.

3.7.5 Where any communication mediums are vulnerable or unreliable, a second or alternate method of signalling must be used.

3.8 GSM Requirements

3.8.1 Where GSM transmitters are used, the GPRS should revert to another network or to SMS signals where signals are weak or high volumes of traffic exist on the network.

3.8.2 No pre-paid SIM cards will be permitted.

3.8.3 Only Private Networks (APNs) may be used.

3.8.4 GSM Clients should be clearly informed that they are being monitored by GSM technology as well as any risks associated with the connection of this equipment to the cellular network.

3.8.5 Commercial, Retail, Industrial and high risk domestic installations must have Dual monitoring, using different carrier mediums.

3.9 General Requirement Communication cable shall not form part of main wiring harness and shall be run in such a manner as to protect them from tampering or physical damage. Cables to the communications devices must be wired below the ceiling.

4. INSTALLATION AND DETECTION DEVICES

4.1 Detection circuit restriction A detection circuit/zone must consist of only one of the following combination:

4 ♦ Five (5) Magnetic contacts (Except in Zone doubling, then 1 magnetic contact only on each zone.)

♦ One (1) infrared beam or one pair of beams in parallel (dual beam units).

♦ Two (2) electronic detection devices. (Except in Zone doubling, then 1 electronic detector only on each zone.)

♦ Two (2) audio detection devices.

♦ Five (5) electronic shock sensors. ♦ Ten (10) anti-tamper detection devices.

♦ Five (5) sealed magnetic pull switches with an end-of-line resistor

5. INSTALLATION AND EQUIPMENT

5.1 All LED's within detectors are to be disabled after installation set-up. (Voluntary for domestic, compulsory for Commercial installations.)

5.2 Magnetic contacts may be installed at the hinge side of a window to permit partial opening when the alarm is armed in domestic applications.

5.3 Two stage magnetic contacts can be fitted to windows to allow for partial opening of the window when the alarm is armed, providing the gap does not exceed 75mm. Unless recessed reed switches are used, these contacts must be installed at the top of the window. These contacts are not to be placed on an entry/exit zone.

5.4 The use of car batteries, mechanical keyswitches, mechanical vibration switches and shuntlocks (cut out switches) is not permitted.

5.5 All detectors must be fixed using wall plugs and screws in mortar bricks, concrete, wood or dry walling. In the case of glass, aluminium, or treated surfaces, a secure attachment method must be used. The use of double sided tape, cable glue or glue guns are not permitted. Cables must run neatly in such a manner so as to avoid physical damage. All cables that are vulnerable to corrosion and damage as well as external wiring must be suitably protected or placed in conduit.

5.6 Cables must run neatly in such a manner so as to avoid physical damage. All cables that are vulnerable to corrosion and damage as well as external wiring must be suitably protected or placed in conduit.

5.7 All joints must be soldered and insulated or in a junction box containing screw terminal blocks. 5.8 The use of a cigarette lighter or any other flame-producing device for the purpose of soldering, is not permitted.

5.9 Where Radio or GSM units are used, the power cables must be terminated at the battery via a radio battery connection pc board.

5.10 Detector lenses must be suitably fixed in such a way as to prohibit their easy removal from the outside of the housing.

5.11 Cables within the control panel must be marked and terminated in an enclosure, using solder, crimping ferrules or strip connectors (chocolate blocks). Cables must be identified either by marking, labelling or colour coding.

5.12 All detection zones are to use single end-of-line or double end-of-line monitoring. End-of-line resistors are to be installed at the detector end of the line, i.e. within the detector. 5.13 Each zone shall be 24-hour tamper protected with the ability to report a tamper to the central station. (Commercial only)

5.14 All user codes must be programmable by the user including the master code and must be EPROM and not PROM based.

5.15 The event log must be an integral part of the control panel and must not be physically removable.

5.16 All equipment must be installed to manufacturers specifications.

6. OPERATIONAL PROCEDURE

When the system is installed, the SANBI will receive a practical demonstration of the systems full functionality. An operating instruction manual for the control panel must be available on request.

7. RECORDS

The Alarm Company shall maintain accurate records relating to each intruder alarm system installed.

8. ALARM COMPANY REPRESENTATIVE IDENTIFICATION

All representatives of the alarm company shall carry an identification card bearing the company name, PSIRA number, photograph and identity number.

9. CERTIFICATE OF COMPLIANCE

9.1A SAIDSA certificate of compliance must be issued to the client when the intruder alarm system has been installed. The Installation Company must keep duplicate certificates for the duration of the contract.

9.2 All certificates and/or guarantees provided by the installer will be null and void if any third party, including the user, tampers, adds, removes or replaces any equipment in the installation. SAIDSA must be informed by the installer of any such occurrence.

9.3 Any non-compliance exceptions are to be clearly noted on the certificate.

10.EQUIPMENT SPECIFICATIONS

10.1 Control Panels

10.1.1 The control panel shall be microprocessor controlled, keypad operated.

10.1.2 Where permissible the system may be controlled via remote control

10.1.3 The control panel must have a minimum 128 event log.

10.1.4 The event log must not be erasable via downloading.

10.2 Keypad

10.2.1 The keypad shall have an internal sounder.

10.2.2 Keypads shall be of the data transfer type only.

10.3 WIRELESS SYSTEMS.

10.3.1 The wireless system shall operate on a South African ICASA approved frequency.

10.3.2 The wireless system shall include 24 hour monitoring of zone supervision, low battery and tamper from each detector.

10.3.3 Wireless detectors must include a battery saving feature.

10.3.4 The control panel must be in a protected area which is protected by a hard-wired PIR. 11.5 All wireless receivers/repeaters shall be installed within a protected area.

3. Compulsory briefing session

Date: **9 May 2018**

Time: 14:00 pm

Venue: KwaZulu Natal National Botanical Garden, Education Centre

4. Tenders must include the following documentation (Failure to submit this required documentation WILL lead to disqualification)

- 4.1 The company's Private Security Industry Regulatory Authority (PSIRA) registration certificate as Security Service Provider. Such registration must be valid during the period of the contract.
- 4.2 The company owner(s) or management team's Private Security Industry Regulatory Authority (PSIRA) registration certificate(s). Such registration must be valid during the period of the contract.
- 4.3 Duly completed and signed SBD forms (1, 4, 8,9, 6.1)
5. A current copy of the Central Suppliers Database (CSD) registration report or registration number
6. For installation of the alarm system the service provider should be a member of SAIDSA association. Please attach proof of membership

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes

- An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE; certificate/sworn affidavit mentioned above will result in the tender not being awarded points
- A proof of UIF registration or valid letter of compliance issued by the department of labour . If the service provider does not possess a UIF registration or valid letter of compliance this will be required within 30 days of commencing the work. If the certificate cannot be presented within this period the second recommended bidder will be appointed

- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour. If the service provider does not possess a COIDA certificate this will be required within 21 days of commencing the work. If the certificate cannot be presented within this period the second recommended bidder will be appointed.
- Proof of Public Liability Insurance or proof of application. If you have submitted proof of application the bidder will be required to submit proof of insurance within 7 days of appointment. If the bidder failed to submit proof of insurance within 7 days of appointment the second recommended bidder will be appointed

7. EVALUATION CRITERIA

Evaluation process

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that Include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

1. The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY CRITERIA	POINTS
Company Information and Profile: a) Company Profile, brief statement of the company with an indication of the management, communication and supervision structures. Describe how the resources will be allocated to execute duties on armed response for KwaZulu Natal NBG area. (10) b) Availability of control room (physical address and its contacts numbers). (10)	20

Track record and previous experience Past Experience and track records in armed response services : a) Provide names and contact details of the 5 traceable references for the current clients within the 10km radius to the KwaZulu Natal National Botanical Garden. (15) b) Provide proof accompanied by correspondence referees installation of alarm monitoring system- a minimum of 3 signed letters on companies letterhead (15)	30
Structure and Capability of the Company: Existing resources for carrying out the services as required: Vehicles – proof of registrations Camera Existing firearms and their licenses (proof of firearm licenses), Bullets resistance vests, torches and hand cuffs) (25) • Technological advancement to armed response services system including (evidence to support sending security breach on cell phones immediately) (15) • Number of existing staff in the employ of the company to carry out the armed response duties for the assigned area (10)	50
TOTAL	100

Bids that fail to score a minimum of 60 out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE status level certificate

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification of bids.

4. OPERATING HOURS

The service provider will be required to provide services 365 days a year (including public holidays) for 24 hours a day.

5. CONTRACT PERIOD

The contract period is for 5 years (60 months) which will be reviewed every (12) twelve months from the date of commencement. The contract commences on 1 April 2018 to 30 April 2023.

6. LABOUR

The Service Provider will be liable for its staff on site. The Service Provider is to supervise and give instructions to staff on site. The Service Provider will be responsible for all his/her staff's physical safety, disciplinary and other requirements.

The Security Company must ensure that its employees are always on time and in uniform when deployed on site and be presentable to the public.

Armed Reactions guards/officials or Technicians must be customer-service focused, courteous, value and treat all employees of the client and the client's patrons with due respect.

Armed Reaction guards/officials and Technicians must maintain the spirit of confidentiality of SANBI information at all times.

6.1 SUPERVISORY OF WORK

The Service Provider shall supervise and exercise proper control over all personnel employed by him/her, and shall not hold SANBI responsible for any injury caused to the said personnel.

7. Personnel

All partners, directors and employees must be registered individually with the PSIRA as specified by the Act.

7.1 Reaction Officers (RO)

- The reaction officers must provide proof that he is authorised to practice as an reaction officer when prescribed by statute.
- The reaction officer display proof of identity on his person while on duty or while in uniform. The ID should be in the form of a tag or laminated plastic card and should display the following:
 - ✓ Name
 - ✓ Photograph
 - ✓ Company name and telephone number
 - ✓ PSIRA registration number (personal)
 - ✓ Cards expiry date
 - ✓ ID Number
 - ✓ Blood group
 - ✓ Allergies

8. Reaction Officer Equipment

While on duty a reaction officer must all times have the following equipment with him:

- Firearm
- Torch
- Black pen
- Watch
- Pocket book
- Hand cuffs and key/Suitable cable ties

- Bullet resistant vests
- Response slips or suitable notification of visit
- ID card
- Suitable means of navigation
- Rain coat
- Drivers licence
- Firearm permit. Duration to be in accordance with firearms control act
- Firearm competency card

9. Reaction Vehicles (RV)

- A RV is a vehicle that is solely dedicated to the purpose of responding in a predetermined area to clients.
- A minimum of two (2) RV's must be fully equipped, manned and available for 24-hours a day with a minimum of one (1) fully equipped back up.
- The RV will be clearly marked with:-
 - ✓ The members' name
 - ✓ Members' logo
 - ✓ Telephone number
 - ✓ That it is a 24 hour service and be marked as a response vehicle
- Where a vehicle roof light is used, this must comply with the Road Traffic Ordinance Act.
- RV's shall be equipped with a suitable communications device.
- It is recommended that every RV be fitted with a GPS tracking device.
- RV's must at all times have sufficient fuel to complete their duties.
- It is the company's responsibility to discipline staff members as far as obeying road traffic rules.
- An additional dedicated and fully equipped back up RV must be available at all times should this become necessary.
- Stand-by RV's must not be less than one per (10) RV's
- Stand-by RV's must be parked at a satellite or dispatch base

- The RV's must be equipped with an all-purpose SABS approved fire extinguisher and must be available for inspection by a SAIDSA appointed inspectorate at any time
- RV's must be refuelled within its patrol area. Should not this be possible a second vehicle should be sent into the area before the vehicle leaves for refuel.

10. Firearm

- The firearm calibre issued to a reaction officer shall not be less than 9mm PARABELLUM (9X19) or 38 Special (.38) calibre
- All requirements regarding member's firearms must be read in conjunction with the Firearms Control Act
- Reaction Officer may be issued non-lethal firearms in conjunction with lethal firearms, but never be issued with non-lethal firearms only.

8. Response notification

A response slip will be left at a security guard (premise) every time a RV visits a premise on activation of an alarm signal or emergency call.

Response notification must contain the following information:-

- Date of visit
- RCS details
- Address of premises visited
- Remarks
- Reason for visit
- Reference number
- Notification of visit must be available on request
- Name of a guard who received a response slip
- Specific area where there was alarm signal

9. Safety Requirements

In as much as the Service Provider will at all material times carry out the contract works for his/her/their own account as an independent Service Provider, the

Service Provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 ("the OHS Act), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times

14. BRIBERY

Should the Service Provider or any person employed by him/her, pay, or offer to pay, any gratuity or reward or commission to any person in the employment of SANBI, SANBI may terminate this contract forthwith, and the amount, if any, then due to the Contractor shall be forfeited to SANBI, and SANBI shall then be at liberty to enter upon and take possession of the work and employ any other person to carry out such service.

15. WORKERS COMPENSATION ADMINISTRATION (WCA) AND OTHER REGISTRATIONS

The Service Provider must be registered with the WCA (valid WCA certificate) and the Private Security Industry Regulatory Authority (PSIRA), (the former SOB) and such registration must be valid during the period of contract. The Armed Response personnel must have a valid fire arm license which can be requested by the TNBG management. The Service Provider must have a **Liability Insurance Cover** for the company and the amount available per claim.

16. ALARM SYSTEM AND ARMED RESPONSE

The Service Provider will at all time respond to panic alarms and forced entry signals to the buildings in the Garden. The response time will be within 5 minutes. The control room will dispatch an armed response vehicle to the correct destination.

17. COMPLIANCE REPORT AND MEETINGS

Both the Service Provider and the service recipients agree that this Service Level Agreement (SLA) will be used for monitoring and compliance purposes and it will be monitored through compliance meetings which will be held every second month. The Service Provider will also meet the service recipient as and when it deems necessary.

18. SITE INDUCTION

The Service Provider's staff members must undergo an induction training regarding the site and the Emergency Plan for the site. This induction is compulsory and must be attended by the Security Company owner or representatives, supervisors, and armed response personnel. During the induction, the client will provide the Security Company with relevant site specific information and regulations.

It is the Security Company's responsibility to ensure that all new appointed armed response officers on site are introduced to the client and inducted before placement on site.

19. Costing

19.1 Alarm installation costs

	Cost ex VAT	VAT	Cost including VAT
TOTAL	R	R	R

19.2 Response costs

Monthly Cost excluding Vat	Vat	Monthly Cost including Vat	Annual Cost including Vat	5 Years Cost including Vat
R	R	R		

19.3 Servicing and Maintenance

Every 12 months excluding vat	Vat	Every 12 months including vat
R	R	R

19.4 Repairs and technical services costs per call

Call out fee excluding Vat	Vat	Call out fee including Vat
R	R	R

TOTAL CONTRACT VALUE

Note: Total or sum of 19.1, 19.2 and 19.3

Year 1 Total Cost including Vat	Year 2 Total Cost including Vat	Year 3 Total Cost including Vat	Year 4 Total Cost including Vat	Year 5 Total Cost including Vat	TOTAL FOR FIVE (5) YEARS INCLUDING VAT

20. Submission

Closing date for submission of responses: 21 May 2018 @11:00

Quotations can be submitted via an email or in the tender box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria during office hours on the **through email to** M.Mavimbela@sanbi.org.za . Normal office hours: 08:00 – 16:00 (see street address above) or posted to the following address:

SCM Manager

South African National Biodiversity Institute (SANBI)

Private Bag X101

Pretoria

0001

NB: all documents must be compiled and clearly labelled as required.

Late submissions will be disqualified

For more information, please contact Ms Sthembile Zondi on (033) 344 3585 or
S.Zondi@sanbi.org.za