

**SBD1**

**PART A  
INVITATION TO BID**

|                                                                                                              |                                                                                                                                                                                                                           |               |                         |               |              |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)</b> |                                                                                                                                                                                                                           |               |                         |               |              |
| BID NUMBER:                                                                                                  | <b>Q5851/2018</b>                                                                                                                                                                                                         | CLOSING DATE: | <b>26 February 2018</b> | CLOSING TIME: | <b>11:00</b> |
| DESCRIPTION                                                                                                  | <b>APPOINTMENT OF A SERVICE PROVIDER TO ENTER INTO A MAINTENANCE AGREEMENT TO MAINTAIN, SERVICE AND REPAIR ALL PLUMBING ITEMS TO SANBI, KIRSTENBOSCH NATIONAL BOTANICAL GARDEN CAMPUS FOR A PERIOD OF FIVE (5) YEARS.</b> |               |                         |               |              |
|                                                                                                              |                                                                                                                                                                                                                           |               |                         |               |              |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BID DOCUMENTS MAY BE EMAILED TO: **Ludwe Madayi** at [L.Madayi@sanbi.org.za](mailto:L.Madayi@sanbi.org.za) and copy Prince Hlongwane at [p.hlongwane@sanbi.org.za](mailto:p.hlongwane@sanbi.org.za)

|                                                                                                                                                                    |      |                                                                 |                                                                                    |                                                                                                            |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------|
| <b>SUPPLIER INFORMATION</b>                                                                                                                                        |      |                                                                 |                                                                                    |                                                                                                            |         |
| NAME OF BIDDER                                                                                                                                                     |      |                                                                 |                                                                                    |                                                                                                            |         |
| POSTAL ADDRESS                                                                                                                                                     |      |                                                                 |                                                                                    |                                                                                                            |         |
| STREET ADDRESS                                                                                                                                                     |      |                                                                 |                                                                                    |                                                                                                            |         |
| TELEPHONE NUMBER                                                                                                                                                   | CODE |                                                                 | NUMBER                                                                             |                                                                                                            |         |
| CELLPHONE NUMBER                                                                                                                                                   |      |                                                                 |                                                                                    |                                                                                                            |         |
| FACSIMILE NUMBER                                                                                                                                                   | CODE |                                                                 | NUMBER                                                                             |                                                                                                            |         |
| E-MAIL ADDRESS                                                                                                                                                     |      |                                                                 |                                                                                    |                                                                                                            |         |
| VAT REGISTRATION NUMBER                                                                                                                                            |      |                                                                 |                                                                                    |                                                                                                            |         |
|                                                                                                                                                                    |      |                                                                 |                                                                                    |                                                                                                            |         |
|                                                                                                                                                                    |      | TCS PIN:                                                        |                                                                                    | OR                                                                                                         | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]                                                                                                 |      | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |                                                                                    | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><br><input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |         |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                                                                                                                         |      |                                                                 |                                                                                    |                                                                                                            |         |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX                                                   |      | <input type="checkbox"/>                                        | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |                                                                                                            |         |
|                                                                                                                                                                    |      | <input type="checkbox"/>                                        | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |                                                                                                            |         |
|                                                                                                                                                                    |      | <input type="checkbox"/>                                        | A REGISTERED AUDITOR                                                               |                                                                                                            |         |
|                                                                                                                                                                    |      | NAME:                                                           |                                                                                    |                                                                                                            |         |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |      |                                                                 |                                                                                    |                                                                                                            |         |

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|                                                                                                                          |                                                                                    |                                                                          |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW ] |
| SIGNATURE OF BIDDER                                                                                                      | .....                                                                              | DATE                                                                     |                                                                                             |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) |                                                                                    |                                                                          |                                                                                             |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                            |                                                                                    | TOTAL BID PRICE (ALL INCLUSIVE)                                          |                                                                                             |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                   |                                                                                    | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                         |                                                                                             |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                | SANBI                                                                              | CONTACT PERSON                                                           | Elton Le Roux                                                                               |
| CONTACT PERSON                                                                                                           | Ludwe Madayi                                                                       | TELEPHONE NUMBER                                                         | 021 799 8761                                                                                |
| TELEPHONE NUMBER                                                                                                         | 012 843 5130                                                                       | FACSIMILE NUMBER                                                         |                                                                                             |
| FACSIMILE NUMBER                                                                                                         |                                                                                    | E-MAIL ADDRESS                                                           | <a href="mailto:er.leroux@sanbi.org.za">er.leroux@sanbi.org.za</a>                          |
| E-MAIL ADDRESS                                                                                                           | <a href="mailto:L.Madayi@sanbi.org.za">L.Madayi@sanbi.org.za</a>                   |                                                                          |                                                                                             |

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## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>                                                                                                                                                                                                                                                                                                                                        |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>                                                                                                                           | 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> YES <input type="checkbox"/> NO             |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO             |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO             |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO             |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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## SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;

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- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
 any relationship (family, friend, other) with a person  
 employed by the state and who may be involved with  
 the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

| Full Name | Identity Number | Personal Income Tax Reference Number | State Number / Employee Persal Number |
|-----------|-----------------|--------------------------------------|---------------------------------------|
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |

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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
 DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R500 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

|                                                          | POINTS     |
|----------------------------------------------------------|------------|
| PRICE                                                    | 80         |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                       | 20         |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.



- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 

|    |                                                     |
|----|-----------------------------------------------------|
| 1) | B-BBEE Status level                                 |
|    | certificate issued by an authorized body or person; |
| 2) | A sworn affidavit as                                |
|    | prescribed by the B-BBEE Codes of Good Practice;    |
| 3) | Any other requirement                               |
|    | prescribed in terms of the B-BBEE Act;              |
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in

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paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by:   | EME<br>√                 | QSE<br>√                 |
|-------------------------------------------------------------------|--------------------------|--------------------------|
| Black people                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Black people who are youth                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Black people who are women                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Black people with disabilities                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Black people living in rural or underdeveloped areas or townships | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooperative owned by black people                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Black people who are military veterans                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OR</b>                                                         |                          |                          |
| Any EME                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Any QSE                                                           | <input type="checkbox"/> | <input type="checkbox"/> |

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

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- ☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....  
 .....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear

the other side) rule has been applied; and  
 (e) forward the matter for criminal prosecution.

WITNESSES

1. ....
2. ....

.....  
 SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....  
 .....

\

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                             | No                             |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).                                                                                                              | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br>As this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |

|       |                                                                                                                                                                                    |                                 |                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                        |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                        |                                 |                                |

**SBD 8**

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**  
 Js365bW

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## **CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all quotations<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**SANBI: Q5851/2018 APPOINTMENT OF A SERVICE PROVIDER TO ENTER INTO A MAINTENANCE AGREEMENT TO MAINTAIN, SERVICE AND REPAIR ALL PLUMBING ITEMS TO SANBI, KIRSTENBOSCH NATIONAL BOTANICAL GARDEN CAMPUS FOR A PERIOD OF FIVE (5) YEARS.**

(Quotation Number and Description)

in response to the invitation for the quote made by:

**SANBI** (Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

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- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## **TERMS OF REFERENCE**

To enter into a maintenance agreement to maintain, service and repair all plumbing items to SANBI, Kirstenbosch National Botanical Garden Campus for a period of Five (5) years.

### **TERMS OF REFERENCE**

#### **PLUMBING SERVICES CONTRACTOR**

##### **1. BACKGROUND**

SANBI seeks to appoint a service provider to provide a regular and systematic preventative plumbing maintenance on the Kirstenbosch National Botanical Garden (NBG) Campus for the period of five (5) years. Plumbing Maintenance Services Contractors with relevant skills, experience and empowerment profiles are invited to submit proposals to SANBI, to assist with plumbing maintenance. The main aim is to ensure proper plumbing maintenance and repairs on the Kirstenbosch NBG Campus. These Terms of Reference outline the purpose, background to this assignment, the scope and management of the planned work within the time frame, skills and experience being sought, and bidding specifications.

##### **2. LEGISLATION**

This quotation is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

##### **3. REQUIREMENTS**

3.1 Qualification of the personnel to be allocated this responsibility shall be in a position of N3 certificate or higher in plumbing plus a trade test.

3.2 Any other relevant professional certifications.

3.3 The service provider must have at least 5 years proven track record and experience in Plumbing Services.

3.4 A minimum of five (5) years' experience in plumbing services.

3.5 Inspection, maintenance, service, repair and replacement of all plumbing related equipment including but not limited to sewer, storm water and pottable water pipelines and systems, hot water geysers, ablution equipment (toilets, urinals, basins, header tanks etc.).

#### 4. SITE STAFF AND QUALIFICATIONS

4.1 The bidder will be required to supply services of suitable and properly qualified technical staff to undertake the servicing, maintenance, repairs, operations and supervision of the mechanical installations and equipment.

4.2 Supervisors must have served an apprenticeship and be qualified as Wet Services Technician.

4.3 Supervisors must have at least five (5) years post qualification practical experience in the installation and maintenance of Wet Services Installations (attach CV).

4.4 Plumbers must have served an apprenticeship in a plumbing trade which included the installation and maintenance of Wet Services Installations, or has had at least three (3) years practical experience in the operations and maintenance of Wet Services Equipment (attach CV).

4.5 Plumbing assistants must have attended a three (3) weeks relevant hand skill course or have been a plumbing assistant with a minimum of one (1) years practical experience.

4.6 The names of staff and qualifications shall be provided with the bid documents.

4.7 Only qualified tradesmen who have passed a recognised trade's test will be allowed to work on the equipment. Where apprentices are used to do the work, they must work under direct supervision of a qualified tradesman.

4.8 The names and ID numbers and certified copies of qualifications for each person to be employed on the site must be submitted with the bid documents.

**5. THE CONTRACTOR WILL UNDERTAKE TO DO MAINTENANCE ON THE FOLLOWING:**

5.1 Any activities such as tests, measurements, replacements, adjustments and repairs intended to restore or retain the plumbing installation after the repairs in a specified state in which the unit can perform its required functions.

5.2 All actions must be taken to retain items in a serviceable condition or to restore it to serviceability and repair.

5.3 The contractor will supply all necessary equipment, labour, spares and materials necessary for the proper execution of the contract.

5.4 The contractor will take adequate precautions to prevent damage to buildings and fixtures on site.

5.5 The contractor and personnel will at all times adhere to all security rules and regulations imposed by the Client on site.

5.6 The contractor will safeguard all their employees in accordance with the latest revisions of the Regulations of the Occupational Health and Safety Act and any amendments thereof, together with equipment, plant, hand and power tools.

5.7 The contractor will at all times proceed immediately to remove or dispose of any debris arising from damage to or destruction of the works and to rebuild, restore, replace and/or to repair the works.

**6. INJURY TO PERSON ON PROPERTY**

6.1 The contractor will be liable for and hereby indemnifies SANBI against any liability, loss, claim or proceeding, whether arising in common law or by Statute, consequent upon personal injuries to or the death of any person/s in his employ during the execution of the works unless due to any act or neglect of the Representative/Agent or any person for whose actions SANBI is legally liable.

## 7. CONTRACTOR'S LIABILITY IN RESPECT OF DEFECTS

7.1 Any defects or faults which may appear within three months from the completion of the works or part thereof due to materials or workmanship not being in accordance with the Contract shall be made good by the Contractor.

7.2 Should the Contractor fail to rectify the defects or faults referred to in 7.1 hereof, SANBI without prejudice to any other rights that he/she may have, be entitled himself/herself to rectify such defects or faults or to arrange for the rectification thereof and to recover from the Contractor any damages that SANBI may have suffered as a result of the Contractor's failure to carry out the terms of the Contract.

## 8. DEFAULT BY CONTRACTOR

8.1 The Contractor shall be in default when:

- (a) down time on the system exceeds 24 hours for more than 25% of repairs and breakdown;
- (b) fails to proceed with due diligence;
- (c) Stops, abandons or suspends the repairs or service before completion;
- (d) Fails to conform to the latest revised requirements of the Occupational Health and Safety Act;
- (e) Refuses or neglects to comply strictly with any of the conditions of this contract or any instructions and/or orders in writing given in terms of contract;
- (f) Fails to rectify non-compliance with the conditions of this contract or written notification of defects within 24 hours after notification by SANBI.

## 9. SHUT DOWN OF EQUIPMENT AND PLANT

9.1 No mechanical or electrical equipment or plant involved in this contract may be shut down, switched off or isolated in any way without prior written permission from the Estate Manager or his representative.

9.2 Maintenance and repairs shall be carried out timeously, punctually and with the utmost care to minimise the necessity for affecting the services rendered by the installation/equipment covered by this contract. Should during the effecting of any repair, it must be deemed necessary

to isolate any section of the plant arrangements shall be made with the Estate Manager who will make arrangements with the official in charge of the section of the institution served, which will be affected by the intended shut down, prior to proceeding with the intended activities.

## 10. URGENT/ EMERGENCY WORK

10.1 This is life threatening situations which pose potential serious damage.

10.2 Materials and parts for such repair work shall be eligible for payment and repairs should be done after having obtained authorisation from the Estate Manager or his representative.

## 11. MINOR REPAIR WORK

11.1 It is needed when equipment shows some signs of deterioration but which do not warrant major repairs.

11.2 Materials and parts for such repair work shall be eligible for payment as per repair task and the contractor need to have prior authorisation for such repairs before the execution of such repairs.

## 12. MAJOR REPAIR WORK

The prior authorisation by Estate Manager is a pre-requisite before any major repairs can be executed.

## 13. MAINTENANCE

13.1 There are different kinds of maintenance services that are to be undertaken, namely:

(a) Preventative Service Maintenance- for which the service provided has to perform certain actions to prevent failure on the operation of the installation in due course.

(b) Condition-based Maintenance- these are reactive maintenance actions performed to restore the installation to its required condition or standard.

(c) Breakdown maintenance- these are reactive maintenance actions performed to restore installations to operational conditions.

(d) Repair Maintenance- to reinstate equipment to an operational or safe condition after it was



damaged as a result of external events.

(e) The Contractor shall compile the Presentative Service Maintenance Works Programme for periods of three months and submit same in writing in advance to the Estate Manager giving him enough time to evaluate and notify the Contractor of possible amendments before approval.

(f) The Contractor shall compile a Condition-based Maintenance Programme based on the results of machinery inspections.

#### 14. GUARANTEE OF WORKMANSHIP, MATERIALS AND EQUIPMENT

14.1 The Contractor shall guarantee the workmanship, materials and equipment covered by this contract for a period of three (3) months for repairs and twelve months for new installations.

#### 15. BREAKDOWNS

15.1 Breakdowns after normal workings hours shall be executed on request of the Estate Manager.

15.2 This shall be logged on the service sheet. The Contractor shall ensure that SANBI representative signs the works order in respect of emergency call outs.

#### 16. INSURANCE

16.1 The Contractor shall indemnify SANBI by taking out insurance to an amount of R1 000 000.00 (one million rand) in respect to any damage to any public road through fault or in respect of any injury sustained by the third party, where such damage or injury has arisen from the negligence of the Contractor or any of his/her employees in connection of the fulfilled contract.

16.2 The Contractor shall take out insurance of the value of R2 000 000.00 ceded to SANBI to cover damage to equipment caused by improper supervision maintenance, maintenance and operation of equipment.

16.3 The Contractor shall and will remain adequately insured for the risk of interference with support to adjoining properties including damage to persons or damage to such property.

## 17. REPLACEMENT OF PARTS AND MATERIAL PROVIDED FOR IN THE PARTS AND MATERIAL PRICE

17.1 Authorisation for the replacement of parts or materials shall, when such replacement is required, be obtained from the Estate Manager before replacement is executed.

## 18. REDUNDANT MATERIAL

18.1 The Contractor shall hand over all used parts (worn and/or damaged) to the representative of SANBI as such become property of SANBI.

## 19. KEEPING OF RECORDS

19.1 The Contractor shall maintain a logbook of all equipment and plan involved in this contract for records and entries concerning the installations, breakdown problems, repairs etc.

19.2 All records required by law and by SANBI regarding the equipment provided for this contract, the materials supplied and used by the Contractor in the execution of this contract shall be kept.

## 20. RESPONSE TIME

The service provider shall be expected to respond within 2 hours of receipt of a call, emergencies included.

For normal repairs the Contractor shall be expected to respond within 4 hours.

With regard to routine periodic services the Contractor shall notify the Estate Manager at least seven (7) days in advance.

Notification of fault can be by telephone, facsimile, in person or via email.

## 21. BILLING

The billing should be based on the time spent in producing quality product calculated using the agreed price per hour.

The service provider shall give guarantee period of work done, stated in words.

The service provider shall provide a job card of work done signed by SANBI official and the service provider

## 22. BID SUBMISSION REQUIREMENTS

Bids must be submitted in the following format:

- 22.1 The service provider should be reached telephonically as and when the service is required. Providing full contact details of the service provider on a company's letterhead, including at least 3 active contacts.
- 22.2 A valid original or certified copy of BBBEE certificate or sworn affidavit. **(Please note that failure to submit a valid original or certified B-BBEE certificate/sworn affidavit mentioned above will not necessarily result in a bid being disqualified, but no points will be awarded for B-BBEE status).**

## 23. MANDATORY REQUIREMENTS

The service provider will be evaluated in 3 phases:

### PHASE 1: EVALUATION

**The service provider is expected to attach the following documents and is compulsory:**

- (a) A valid Letter of good standing in accordance with Occupational Injuries & Diseases Act (COIDA) the letter should be issued by the department of Labour.
- (b) Valid letter of compliance with UIF should be issued by the department of Labour.
- (c) SBD 1, 4, 8, 9 and 6.1.
- (d) Public Liability Insurance (Proof of quotation or proof of insurance).

**Failure to attach the above documents will lead to your bid being disqualified.**

## 24. BID EVALUATION

- a. An evaluation panel will be established by SANBI, made up of members of the BEC. Bids will be evaluated on functionality and preference point system as contemplated in the Preferential Procurement Policy Framework Act (PPPFA) as well as price and B-BBEE.
- b. A minimum threshold of 65% for the technical elements must be scored; otherwise the bid will be regarded as non-responsive and be disqualified. Bids that do not meet or better the technical threshold score of 65% will not be evaluated further.
- c. Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).
- d. The points in respect of price will be calculated on the call out fee and labour rate per hour. The calculation of price points will be done using the prescribed price formula set in the regulations to the PPPFA. The points in respect of functionality will be calculated in accordance with the attached evaluation criteria.

## PHASE 2: EVALUATION: FUNCTIONALITY

| NO | Criteria                                                                                                                                                                                                                                                                                                          | Weight |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1  | <b>Knowledge and proven experience of service provide in plumbing services.</b><br>A minimum of 5 reference letters is required from current or previous clients in plumbing services. Provide reference letters for similar work<br>5 letters and more = 40<br>4 letters = 30<br>2 letters = 20<br>1 letter = 10 | 40     |
| 2  | <b>Methodology</b><br>Approach/methodology to be used particularly                                                                                                                                                                                                                                                | 30     |

|   |                                                                                                                                                                                                                                                                                                   |    |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|   | with regard to responding within a short time frame                                                                                                                                                                                                                                               |    |
| 3 | <b>Capacity</b><br>Service provider's capacity to conduct and maintain plumbing services in all aspect, including manpower<br>Artisan should have a minimum of 1 years' experience. ( Attach CV's of the team )<br>5 CV's – and more = 30 points<br>3-4 CV's = 20 points<br>1-2 years = 10 points | 30 |
|   | TOTAL 100                                                                                                                                                                                                                                                                                         |    |
|   |                                                                                                                                                                                                                                                                                                   |    |

The service provider who fails to score a minimum of 65 points out of a possible 100 points on functionality will not be eligible for further consideration

### **PHASE 3 : EVALUATION : PRICE & B-BBEE**

Service providers who scored a minimum of 65% and above will be evaluated on price and B-BBEE.

**NOTE: The service providers are required to complete the pricing schedule to indicate the hourly rates of the following services:**

- Standard repairs
- Jet clean
- Plumbing CoC
- Camera
- Leak detection

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**The rates will be fixed for duration of twelve months, after 12 months the service provider need to indicate yearly escalation rate.**

## 25. OTHER REQUIREMENTS

The service provider must provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the service provider.

The Service Provider must ensure that all personnel working under this contract are adequately trained and competent in terms of executing the services

## 26. RULES OF BIDDING/ SPECIAL CONDITIONS OF CONTRACT

- 26.1 SANBI will enter into a single contract with a single company for the delivery of the work set out in these terms of reference.
- 26.2 SANBI is not bound to accept any of the bids submitted.
- 26.3 SANBI reserves the right to withdraw or cancel the bid.
- 26.4 SANBI reserves the right to call interviews with short-listed bidders before final selection.
- 26.5 SANBI reserves the right to negotiate price with the preferred bidder.
- 26.6 SANBI will enter into a Service Level Agreement upon appointment of the suitable Service Provider.
- 26.7 SANBI will not provide any insurance
- 26.8 A company may ask for clarification on these terms of reference. Any request for clarification must be submitted in writing by email and will be replied to in writing by email to [l.madayi@sanbi.org.za](mailto:l.madayi@sanbi.org.za).
- 26.9 The deadline for submission of bids is:
- 26.10 The personnel of the service provider shall adhere to security regulations of SANBI. This entails issues like locking all valuables and computer equipment, remove of any computer equipment from the Department's premises.
- 26.11 Bids must be submitted to:
- 26.12 Bids must be clearly marked:

*a. Bid Number*

*b. Plumbing Contractor*

The general conditions of contract as enclosed in the standard bidding documents apply.

**CLOSING DATE FOR QUOTATIONS**

The closing date for submission of responses is **26 February 2018** at **11h00**.

Submissions should be e-mailed to Mr Ludwe Madayi [L.Madayi@sanbi.org.za](mailto:L.Madayi@sanbi.org.za) (012) 843 5170 with copies to Mr P Hlongwane [p.hlongwane@sanbi.org.za](mailto:p.hlongwane@sanbi.org.za),

Queries for further information can be submitted via email to Elton Le Roux [er.leroux@sanbi.org.za](mailto:er.leroux@sanbi.org.za)

Note: E-mail applications should not be more than 5MB in size and late submissions will be disqualified.