

**TERMS OF REFERENCE
QUOTATION NO: 2018**

Specifications for Painting of admin building

Free State National Botanical Garden,

**Rayton Road, Off Dan Pienaar Drive,
Bloemfontein**

**P O Box 29036
Danhof
Bloemfontein
9310**

Quotation Number: SANBI: 6016/2018

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Service Provider to paint the Admin building at Free State National Botanical Garden (FSNBG).

The Garden comprises 66.8 ha of land in the northern suburbs of South Africa's judicial capital, Bloemfontein, in the Mangaung Municipality. Of the total area of the garden, 6.7 ha is regarded as landscaped area, with the remaining 60.1 ha being either natural or a low-maintenance area. The Garden's fence line is approximately 7km in length.

The Garden is open to the public 365 days a year from 8:00 – 18:00 with entry by paying customers only till 17:00. The Garden receives about 77 000 visitors per year and this figure excludes staff members, suppliers, contractors and visitors coming in via the boom gate for various purposes other than to enjoy the Garden.

2. INVITATION TO QUOTATION

Quotations are hereby invited to paint the Admin building at the Free State National Botanical Garden. The quote process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. QUOTATION SPECIFICATION

The South African National Biodiversity Institute (SANBI) requires a Service Provider to paint the admin building at Free State National Botanical Garden (FSNBG)

The Service provider or Company will comply with all relevant government legislations as well as the SANBI's terms and conditions

3.1 SERVICES REQUIRED

The appointed service provider, chosen to Paint the admin building will be required to quote base on the following:

- Prominent paint, 14SANBI 85, Low sheen- Master card - Interior X 400L
- Thinners X 30L
- Roof paint green X 100L
- Paint brush rollers 20cx 30cm X 8
- Paint brush 15 cm X 8
- Paint brush 20cm X 8
- Enamel white X 25L
- Dark oak for doors X 10L
- Ceiling to be painted by Enamel white paint for ceiling X
- The admin offices are 20 x 5 m and only inside will be painted , the outside is face brick

3.6. Mandatory Requirements of the service provider

- A current copy of the Central Suppliers Database (CSD) registration report or registration number.
- 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 before appointment. If the certificate cannot be presented within 10 days of request, 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 before appointment. If the certificate cannot be presented within 10 days of request, the second recommended bidder will be appointed
- SBD forms (SBD 1, 4, 6, 1, 8 and 9) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal

4. GENERAL TERMS

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

For Technical queries please contact Mr Eliot Lithudzha, Curator: Free State National Botanical Garden, at Tel: **051 436 3530** or at the following e-mail address:

e.lithudzha@sanbiorg.za

5. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by-laws of the site, which will be covered during the induction

The SANBI reserves the right:

- a) To verify any information supplied in quotation documents;
- b) Not to appoint any Service Provider;
- c) To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- d) To have the final say in the appointment and this will be binding;
- e) To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- f) To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

6. EVALUATION CRITERIA

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 quote will be evaluated in two stages.

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

FUNCTIONALITY CRITERIA	POINTS
a) Past Experience/Track Record: This refers to the experience of the bidder to undertaken the scope of work involved in this RFQ The bidder is required to provide details of previously undertaken work related to painting work. (A brief description of the scope and scale of current and past projects undertaken, including three traceable references accompanied by appointment letters.	(25) (25)
b) Team capacity, the bidder should demonstrate the capacity of his/her team by providing Key qualifications and experience as construction painter. (please provide a short CV reflecting the above for each painter)	(20)
c) Allocation of resources: equipment's/resources to carry out the work required. Please provide pictures of equipment the company has.	(20)
d) Technical merit of the proposal: Completeness/level of detail provided; organisation of proposal and please provide proof of residents i.e. copy of water and lights statement showing your offices municipality or locality not more than three months.	(10)
Total	100

Any Quotation that scores less than 60 out of 100 points against the functionality criteria in the table above will be disqualified from 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 the 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 a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

7. SITE BRIEFING

A compulsory site briefing for this quotation will be on **11 June 2018 at 11:00** at the Free State National Botanical Garden's Education centre.

Physical address:

Free State National Botanical Garden
Rayton Road of Dan Pienar drive
Bloomendaal road
Bloemfontein

Closing date for submissions: 22 June 2018 at 11:00

Submission of proposals must be emailed to Mlingani Mavimbela (m.mavimbela@sanbi.org.za) with a copy to Prince Hlongwane (p.hlongwane@sanbi.org.za) or hand delivered to South African National Biodiversity Institute (SANBI), 2nd Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building (Tender box). Emailed applications must not be more than 5MB in size.

Request for further information to these Specification must be emailed to:

Mr Eliot Lithudzha, e.lithudzha@sanbi.org.za