

REQUEST FOR TENDER

for

the appointment of four (4) service providers to supply and deliver grass feeds and straw as and when required for the South African National Biodiversity Institute (SANBI) to the National Zoological Garden (NZG) for a period of three (3) years

**South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
South Africa**

Tender No: SANBI NZG-333/2019

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1. Background

The South African National Biodiversity Institute (SANBI) would like to appoint four (4) service providers to supply and deliver grass feeds & straw as outlined in the specification to the National Zoological Garden (NZG) to feed the diverse captive animal collection under its care. It is the responsibility of the NZG to maintain the welfare needs of these animals on a daily basis, by feeding them good quality food. The captive animals are fed by the NZG using scientifically formulated diets and they receive supplements when necessary. The diet sheet is prescribed by a qualified animal nutritionist and/or wildlife veterinarian.

The NZG therefore has to purchase grass feeds & straw for its Pretoria campus to satisfy such nutritional requirements. Four (4) service providers will be appointed and used on rotational basis as and when required and subject to availability to supply grass feeds & straw.

2. Invitation to tender

Bidders are hereby invited to submit bids for the appointment of four (4) service providers to supply and deliver grass feeds & straw as and when required to SANBI NZG over a period of three (3) years. SANBI intends to enter into a negotiation process with the four successful service providers in order to negotiate the rates and prices offered. Successful service providers will be used on a rotational basis but the contract will be managed to ensure equal distribution of expenditure across the four service providers.

The tender process will be co-ordinated by SANBI's National Zoological Garden Supply Chain Management (SCM) section at the following address:

Manager: Supply Chain Management
National Zoological Garden
Corner Boom and Paul Kruger Streets
232 Boom Street
Pretoria
0183

3. Tender specification

The below table provides detailed specification and estimated quantities of grass feeds & straw required over the contract period. It should be noted that the estimated quantities below for grass feeds & straw might differ from the actual consumption and this will be dependent on operational needs.

Table 1. Annual estimated quantities of grass feeds & straw

Item description	Unit of measure	Preferred packaging	Estimated annual consumption year 1	Estimated annual consumption year 2	Estimated annual consumption year 3
Lucerne	Each Bale	Rectangular bales	8 000	8 000	8 000
Grass <i>spp.</i>	Each Bale	Rectangular bales	5 000	5 000	5 000
Straw	Each Bale	Rectangular bales	300	300	300

4. Special conditions of contract

- 4.1. Bales provided must be from the current season.
- 4.2. Bales are to be delivered in a squared / rectangular form.
- 4.3. Bales must not be contaminated with weeds or toxic plants or any other species of plants / grasses not ordered.
- 4.4. Following grass species are acceptable; *Eragrostis tef*, (Tef), *Digitaria eriantha*, (Smut's finger grass) and / or *Cenchrus ciliaris*, (Buffalo Grass / Foxtail Buffalo Grass).
- 4.5. Straw may mean stalks / stems of certain species of grain e.g. wheat, rye, oats and barley.
- 4.6. Orders are normally placed on a weekly basis and should be delivered within 72 hours of an official order being received. The supplier must notify the SANBI NZG immediately if delivery will not happen within 72 hours.
- 4.7. Bales must be transported and delivered to the SANBI NZG premises, protected from water (rain), bird droppings, dust and direct exhaust fumes by means of a tarpaulin without tears or holes secured over the load or in enclosed transportation. This is to ensure the quality of the bales do not deteriorate during transport.
- 4.8. Delivery of goods will be inspected by the SANBI NZG staff for freshness and quality. An inspection form will be completed by the SANBI NZG and supplier representative confirming the quality and quantity of the goods delivered.
- 4.9. The service provider is responsible for the labour arrangements at the time of delivery to offload and pack the goods in the SANBI NZG designated stores.
- 4.10. The team offloading the items must have the necessary experience in bale handling and must wear appropriate and clean PPE for hygiene purposes.
- 4.11. The instructions appearing on the official purchase order must be strictly adhered to and under no circumstances should the service provider deviate from such.
- 4.12. SANBI NZG will be under no obligation to accept any quantity in excess of the ordered quantity.
- 4.13. All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against which the delivery has been affected. The person receiving the delivery and the person delivering must both sign on the delivery note.
- 4.14. Deliveries not complying with the purchase order will be returned to the service provider at the service providers' expense. The returned order must be corrected within 24 hours from date of rejection.
- 4.15. Estimated quantities reflected in **Table 1. Annual estimated quantities of grass feeds and straw**, is a possible consumption estimate. Orders will be placed on the

basis of “as and when required” and no guarantee is given or implied as to the actual quantity which will be procured during the contract period.

4.16. All bails must not be less than the minimum weight as in the table and must not be more than 30kg's.

Product	Minimum weight	Required packaging
Lucerne	18kg	Rectangular bales
Grass <i>spp.</i>	15kg	Rectangular bales
Straw	12kg	Rectangular bales

4.16.1. Lucerne

- a) Bales must be rich green in colour.
- b) Bales to have a sweet smell and contain ample leafy material, less stalks.
- c) Bales must be firmly fastened with twine / wire to a length of approximately 1 meter.
- d) Bales must not be contaminated with weeds or toxic plants.
- e) Bales must be adequately dry for storage.
- f) Bales must not contain any mould.

4.16.2. Grass Species

- a) Bales must dry and green to light brown colour (not appear old or turning grey in colour).
- b) Bales must not contain coarse stalks.
- c) Bales must be firmly fastened with twine / wire to a length of approximately 1 meter.
- d) Bales must not be contaminated with weeds or toxic plants.
- e) Bales must be adequately dry for storage.
- f) Bales must not contain any mould.

4.16.3. Straw

- a) Bales must be firmly fastened with twine / wire to a length of approximately 1 meter.
- b) Bales must dry and golden-brown in colour.
- c) Bales must not contain coarse grasses, weeds or toxic plants or seeds.
- d) Bales must be adequately dry for storage.

- e) Bales must not contain any mould.

5. Compulsory briefing session

A compulsory briefing session will be conducted at the date, time and venue indicated below:

Date: 15 March 2019

Time: 11:00

Venue: Staff Centre, National Zoological Garden, Corner Boom and Paul Kruger Streets, 232 Boom Street, Pretoria Central, 0183

6. Submission of tender

As described in the National Treasury Instruction note on the Amended Guidelines in Respect of Bids that includes Functionality as a Criterion for Evaluation (Issued 3 September 2010), the two envelope system will be used for this bid. **Service Providers are to submit one (1) pack with the original proposal that includes the pricing schedule, in an envelope marked “ORIGINAL” and three (3) packs that exclude the pricing schedule, in a second envelope marked “COPY”.**

NB: Financial or pricing details (Annexure A) should ONLY be included in the pack marked “ORIGINAL”. Financial information included in the “COPY” will lead to your bid being disqualified.

Above Tenders must be submitted in the Tender Box located at the National Zoological Garden, Administration Building, corner Boom and Paul Kruger Streets, 232 Boom Street Pretoria, 0183, Monday to Friday during office hours (08:00 – 16:00).

Tenders may be submitted in person or through a courier.

NB: All documents must be clearly labelled. Tender Number: SANBI NZG-333/2019

Closing date for submissions is: 2nd April 2019 at 11:00

Note: E-mailed and faxed submissions will not be accepted. **Late submissions will be disqualified.**

7. General terms

All documents submitted in the response to this Request for Tender (RFT) must be written in English. Service Providers shall not assume that information and/or documents supplied to the SANBI NZG at any time prior to this RFT are still available or that they will be considered, and shall not make any reference to such information and/or documentation in their response to the RFT.

This tender shall be valid for a period of four months (120 days) calculated from the closing date of this tender.

Any enquiries in connection with this RFT shall be submitted in writing to Ms. Monica Thapeli at the following e-mail address: Monica.Thapeli@sanbi.org.za,

For any technical information the following person may be contacted:

Mr. Thomas Sikhwivhilu, General Curator: National Zoological Garden, at the following e-mail address: T.Sikhwivhilu@sanbi.org.za

The following must be included on the subject line:

“Tender number: SANBI NZG-333/2019 Appointment of four (4) service providers to supply and deliver grass feeds & straw as and when required for the South African National Biodiversity Institute (SANBI) to the National Zoological Garden (NZG) for a period of three (3) years”.

[Deadline for enquiries is 25 March 2019 at 11:00. No feedback will be provided after the deadline.](#)

The appointment of successful Service Providers shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement, the SANBI reserves the right and shall be entitled to re-advertise the tender.

8. Mandatory returnable documents

Tenders must include the following documentation (Failure to submit this required documentation will lead to disqualification): Misrepresentations will lead to disqualification from the bidding process.

- 8.1. Copy of the company Central Supplier Database (CSD) registration report. The bidder must ensure that the tax status is compliant throughout the tender process.
- 8.2. Duly signed and fully completed standard bidding document (SBD) forms.
- 8.3. Compulsory briefing session certificate of attendance.
- 8.4. Fee/cost structure Annexure A. This information must only be included in the pack marked "ORIGINAL". See Section 6).
- 8.5. A valid copy of the Unemployed Insurance Fund (UIF) certificate of compliance issued by the Department of Labour.
- 8.6. A valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- 8.7. Original or certified copy of public liability insurance cover to the value of R500 000 per claim or proof of application.

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

- 8.8. Company information and profile: Clear indication of the management and supervision structures, particularly where relevant to the scope of work in this Request for Tender.
- 8.9. Main team members and their CV's.
- 8.10. Proof of ownership of a transport vehicle in the company name or proof of lease contract between the bidder and Rental Company. The lease contract must include the contact details of the representative from the rental company. Letter of intent to lease issued by rental company on its letterhead may be submitted. Misrepresentations will lead to disqualification from the request for service.
- 8.11. List of drivers including copies of driver's licenses.
- 8.12. A comprehensive list of previous supply and delivery contracts over the past 5 years indicating value and nature of goods supplied and delivered.

- 8.13. At least 3 reference letters from previous clients where grass feeds and straw has been supplied and delivered with a minimum contract amount of R 500 000 within the last year. These letters will be used for evaluation purposes in Table 2 section A.
- 8.14. Original or certified copy of a valid Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or a sworn affidavit. (Failure to submit this will result in the tenderer not being awarded points for B-BBEE).

9. Functional evaluation

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

- 9.1. The first stage will evaluate past experience and functionality according to the criteria listed in Table 2 below.
- 9.2. Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for price consideration.
- 9.3. Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.
- 9.4. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for past experience and 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.

Table 2. Functionality - Evaluation criteria

Heading	Description	Weight
A. Previous experience of company, scale of current and past projects undertaken.	The 3 contactable reference letters must indicate the contract value and the quality of service as per the attached reference letter template (Annexure B). If the reference letter is in a different format, the letter shall reflect the major aspects contained in the template provided and attached herein. Maximum points will be awarded where the individual contract value exceeds R500 000 within the last year and the letter is positive and the goods/service supplied was grass feeds and straw.	30
	Additional supply and delivery experience in the past 5 years.	5
B. Company profile and team capability	The bidder to provide a company profile including overview of services offered and any industry affiliation, management structure, supervision and qualifications and experience of the core staff who will be involved in the project.	15
	Access to or ownership of appropriate truck(s) for the delivery of grass feeds and straw required.	20
C. Contingency plan with regard to the project	Evidence on how the bidder will deal with industrial strikes, sick leave and normal absence of core staff when providing the service.	15
	Evidence on how the bidder will deal with consistent supply of game grass feeds and straw and how shortages will be avoided.	15

Bids that fail to score a minimum of **70** points out of a possible 100 points for functionality will not be eligible for price and equity consideration.

SANBI reserves the right:

- a) To verify any information supplied in the tender documents.
- b) Not to appoint any Bidder.
- c) To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.

- d) To have the final say in the appointment and that this will be binding.
- e) To disqualify a service provider 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.

10. Confidentiality

Any or all information made available to the service provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

11. Preparation of proposal

SANBI shall not be held liable for any cost that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

12. Tender documentation availability

The tender documents are available from the SANBI website – www.sanbi.org and from the e-Tender Publication Portal.

13. Contract & contract period

This is a three (3) year contract where grass feeds & straw must be delivered as and when required. Both the service provider and SANBI will enter into a Service Level Agreement (SLA) for monitoring and compliance purposes which will be signed by both parties during contracting.

SANBI intends to enter into a negotiation process with the successful service providers in order to negotiate the rates and prices offered. The successful service providers will be used on a rotational basis, with the contract managed to ensure equal distribution of expenditure across the four service providers.

The performance of the successful bidder will be monitored through compliance meetings which will take place when necessary.

14. ANNEXURE A: FEE/COST STRUCTURE

YEAR 1 – FEE/COST STRUCTURE					
NAME OF BIDDER:				SIGNATURE OF BIDDER:	
NO	DESCRIPTION	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER)
1.	Lucerne	8 000	Each Bale	R	R
2.	Grass <i>spp.</i>	5 000	Each Bale	R	R
3.	Straw	300	Each Bale	R	R
Subtotals					

YEAR 2 – FEE/COST STRUCTURE					
NAME OF BIDDER:				SIGNATURE OF BIDDER:	
NO	DESCRIPTION	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER)
1.	Lucerne	8 000	Each Bale	R	R
2.	Grass <i>spp.</i>	5 000	Each Bale	R	R
3.	Straw	300	Each Bale	R	R
Subtotals					

YEAR 3 – FEE/COST STRUCTURE					
NAME OF BIDDER:				SIGNATURE OF BIDDER:	
NO	DESCRIPTION	EST. ANNUAL QTY	UNIT OF MEASURE	UNIT PRICE PER BALE IN SEASON (OCTOBER TO APRIL)	UNIT PRICE PER BALE OUT OF SEASON (MAY TO SEPTEMBER)
1.	Lucerne	8 000	Each Bale	R	R
2.	Grass spp.	5 000	Each Bale	R	R
3.	Straw	300	Each Bale	R	R
Subtotals					
Total proposed contract amount (all subtotals combined) costs must be inclusive of transport/ labour and VAT if applicable.				R	

15. ANNEXURE B: REFERENCE LETTERS

REFERENCE LETTER FORMAT

Bidder's Letterhead

Referee Letterhead

Referee Legal Name

REFERENCE ON COMPANY:

Briefly describe the service/work the above bidder provided to you:

Contract amount:

Contract duration:

Criteria (Quality of service)

*Meets
requirements*

*Exceeds requirements
(Please provided details)*

Professionalism

Customer centricity

Adherence to delivery times

Adherence to delivery of
agreed quantities

Adherence to required
delivery standards e.g.
transport

Quality of packaging

Hygiene standards and
procedures

Quality of grass feeds & straw		
Ability to supply in case of shortage/emergency		
Overall Impression		
Would you use the provider again? If, No please provide reasons:	YES/NO	

Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	
Company Stamp:	