

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q6690-2019	CLOSING DATE:	10 February 2020	CLOSING TIME:	11:00
DESCRIPTION	The SANBI requires a Security Company to supply and install an Alarm System and provide Armed Response services at the Thohoyandou National Botanical Garden <u>Please note:</u> <u>This procurement includes Local content as per SBD 6.2 and find attached Local content Annexures</u>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
COMPULSORY SITE BRIEFING: This is compulsory and will be conducted at the venue, time and date given below: Date: 05 February 2020 Time: 12h00 Venue: Thohoyandou Botanical Garden.Education Centre Physical address: 451 Garden Route, Thohoyandou Unit D, Thohoyandou, Limpopo 0950 Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Modiba at R.modiba@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Rorisang Modiba		CONTACT PERSON	Mufhati Bulannga	
TELEPHONE NUMBER	012 339 2746		TELEPHONE NUMBER	(015) 962 4258	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	R.modiba@sanbi.org.za		E-MAIL ADDRESS	M.Bulannga@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

	☐ Yes ☐ No		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	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 SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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 state¹, 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, shareholder², 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.

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

"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:

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

2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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

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

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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 Employee Number / Persal Number

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

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SBD 6.1

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
Total points for Price and B-BBEE must not exceed	100

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

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

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 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		NO	
-----	--	----	--

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		NO	
-----	--	----	--

- 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 √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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- ☐ Company
 - ☐ (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

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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 BIDDER(S) DATE: ADDRESS
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DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods threshold</u>	<u>Stipulated minimum</u>
<u>Cabling</u>	<u>90%</u>

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

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4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. Q6690-2019

ISSUED BY: (Procurement Authority / Name of Institution): **SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE.**

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____ **DATE:** _____

WITNESS No. 1 _____ **DATE:** _____

WITNESS No. 2 _____ **DATE:** _____

Local content requirements:

This bid contains local content. Only locally produced or locally manufactured cables with a minimum threshold for local production and content will be considered. The Local Content threshold of 90% (Ninety Percent) for cables will be required for items specified on SBD 6.2. The Declaration Certificate for local content SBD 6.2 together with all Local content Annexures Declaration must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.

Bidders must submit a certificate from a registered auditor confirming that the local content declaration templates have been audited and certified as correct (Local content- Annexure B attached)

Only the South African Bureau of Standards (SABS) approved technical specification number 1286:2011 must be used for local content.

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the following formula which must be disclosed in the bid documentation:

$$LC = (1 - x/y) * 100$$

Where

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x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

in case of projects x and y value of steel products and components in the project

The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank at 12:00 on the date of the advertisement of this bid.

SABS approved technical specification number SATS 1286:2011 and guidance on the local content calculation and together with Local Content Declaration, Annexure C, Annexure D (imported Content Declaration and E local content declaration (Supporting Schedule for Annexure C) are attached and are also accessible to all potential bidders on the dti's official website: [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost. The rate of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy

If the quantity of components for construction required cannot be wholly sourced from South African (SA) based manufacturers and /or at the designated local content threshold stipulated in paragraph 3.3 , bidders should obtain written exemption from the Department of Trade & Industry.

Bidders must clearly indicate in their bids the quantities to be supplied at the level of local content for each product.

A person awarded a contract in relation to a designated sector , may not subcontract in a such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

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? (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 ☐	No ☐
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)? To access Register enter the National Treasury's website, www.treasury.gov.za, 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 ☐	No ☐

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 ☐	No ☐
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 ☐	No ☐
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

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--

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all quotations¹ 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).² Collusive bidding is a *per 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:

- 6 Includes price quotations, advertised competitive bids, limited bids and proposals.
- 7 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: Q6690-2019 - The SANBI requires a Security Company to supply and install and Alarm System and provide Armed Response services at the Thohoyandou National Botanical Garden

GARDEN. _____
(Quotation Number and Description)

in response to the invitation for the quote made by:

SANBI

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

- (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 consortium³ 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.
- 9. 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.
- 10. 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.
- 11. 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

Terms of Reference for Alarm System Installation and Armed Response Services. Thohoyandou Botanical Garden, Limpopo (Request for Quotation)

1. REQUIREMENTS

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

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

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

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

2. SERVICES REQUIRED

2.1 The Armed Response Security Company is required to:

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

2.2.1 ALARM INSTALLATION SPECIFICATIONS

2.2.1.1 Alarm system items to be installed are as follows:

Item description	Quantity
32 zone control panel with back up battery	1
24 zone control panel with back up battery	1
8 zone control panel with back up battery	1
Infrared indoors detectors	20
Infrared outdoor detectors (wall mounted)	14
Infrared outdoor detectors (beams)	15
Double door contact (10 double doors)	10
Single door contact	10
Fire/smoke detectors	12
❖ All panels must be manually and remotely controlled and two remotes supplied per panel	
❖ 32 and 16 zoned panels must be partitioned, with the function of arming inside and outside zones separately with the use of the given remote.	

- | |
|---|
| <ul style="list-style-type: none">❖ Both panels must include panic buttons (both fixed and on remote).❖ Apart from remotes, panels must also be controlled manually by means of
Personalized security codes. |
|---|

2.2.1.1.1 The bidder will be required to keep duplicate certificates for the duration of the contract.

2.2.1.1.2 All non-compliance exceptions are to be recorded on the certificate

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

- a) Guard house (Main gate)
- b) Admin office block
- c) Environmental Education block
- d) Staff change rooms
- e) Curator's house
- f) Laundry house
- g) Guest Rooms Block A
- h) Guest Rooms Block B
- i) Guest Rooms Block C
- j) Guest Rooms Block D
- k) Guest Rooms Block E

2.2.3 **Other facilities without alarm activations are as follows:**

- a) Office parking area
- b) Public parking area
- c) Public open space areas
- d) Nursery Area

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

2.2.4 Respond to panic and forced entry

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

3. CONSTRUCTION

3.1 Intruder alarm system

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

3.2 Precautions against tampering

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

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

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

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

3.3 Detection circuits

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

3.4 Control equipment

3.4.1. Location and Enclosure Where ceiling access is possible, the control panel, radio and antenna shall be installed a minimum of 1,5m below the ceiling, or in an area that is not vulnerable to tampering from within the ceiling void. These devices must be protected by a volumetric

detector on an instant zone and must not be visible from the outside of the premises. This will not apply in the stay mode.

3.4.2 System Control Facilities

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

3.4.2.2 The use of a mechanical key switch alone, is prohibited.

3.4.2.3 In the case of an intruder alarm system having a keypad as an integral part of the enclosure, it may not be part of the entry/exit area. In the armed state, a person must not be able to gain access to the control panel within the entry delay period. The control panel and battery must not be in an entry/exit delay zone. It is recommended that remote arming or a second keypad be used.

3.4.2.4 Remote Arming

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

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

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

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

3.4.4.1 Circuit Identification

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

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

3.5 Power Supply Equipment

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

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

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

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

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

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

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

3.6 Audible sounders

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

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

3.6.3 External sounders shall have their cables monitored for tamper by the control panel. 3.7 Signalling Equipment Systems

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

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

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

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

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

3.8 GSM Requirements

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

3.8.2 No pre-paid SIM cards will be permitted.

3.8.3 Only Private Networks (APNs) may be used.

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

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

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

4. INSTALLATION AND DETECTION DEVICES

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

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

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

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

♦ Two (2) audio detection devices.

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

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

5. INSTALLATION AND EQUIPMENT

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

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

5.3 Two stage magnetic contacts can be fitted to windows to allow for partial opening of the window when the alarm is armed, providing the gap does not exceed 75mm. unless recessed reed

switches are used, these contacts must be installed at the top of the window. These contacts are not to be placed on an entry/exit zone.

5.4 The use of car batteries, mechanical key switches, mechanical vibration switches and shunt locks (cut out switches) is not permitted.

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

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

5.7 All joints must be soldered and insulated or in a junction box containing screw terminal blocks.

5.8 The use of a cigarette lighter or any other flame-producing device for the purpose of soldering, is not permitted.

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

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

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

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

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

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

5.16 All equipment must be installed to manufacturer's specifications.

6. OPERATIONAL PROCEDURE

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

7. RECORDS

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

8. ALARM COMPANY REPRESENTATIVE IDENTIFICATION

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

9. EQUIPMENT SPECIFICATIONS

9.1 Control Panels

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

9.1.2 Where permissible the system may be controlled via remote control

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

9.1.4 The event log must not be erasable via downloading.

9.2 Keypad

9.2.1 The keypad shall have an internal sounder.

9.2.2 Keypads shall be of the data transfer type only.

9.3 WIRELESS SYSTEMS.

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

9.3.2 Wireless detectors must include a battery saving feature.

9.3.3 The control panel must be in a protected area which is protected by a hard-wired PIR.

9.3.4 All wireless receivers/repeaters shall be installed within a protected area.

10. Compulsory briefing session

Date: **05 February 2020**

Time: **12h00**

Venue: **Thohoyandou National Botanical Garden, Education Centre**

11. DOCUMENTS REQUIRED

- 11.1 Provide a Psira registration certificate of the company and the directors of the company
- 11.2 A valid copy of UIF letter of compliance issued by Department of Labour
- 11.3 A valid letter of Good Standing with COIDA issued by the Department of Labour
- 11.4 Proof of Public Liability Insurance or proof of application.
- 11.5 Duly completed and signed SBD forms (1, 4, 8,9, 6.1,6.2) and Local content Annexures
- 11.6 An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified copy of B-BBEE **certificate /sworn** affidavit mentioned above will be awarded zero for B-BBEE status
- 11.7 Service provider must be registered on CSD.
- 11.8 Firearm license for the company.

12. EVALUATION CRITERIA

Evaluation process

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

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

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FUNCTIONALITY CRITERIA	POINTS
Company Information and Profile: a) Company Profile, brief statement of the company with an indication of the management, communication and supervision structures. Describe how the resources will be allocated to execute duties on armed response for Thohoyandou NBG area. (10) b) Availability of control room (physical address and its contacts numbers). (10)	20
Track record and previous experience Past Experience and track records in armed response services : a) Provide names and contact details of the 5 traceable references for the current clients within the 10km radius to the Thohoyandou National Botanical Garden. (15) b) Provide proof accompanied by correspondence referees installation of alarm monitoring system- a minimum of 3 signed letters on companies letterhead (15)	30
Structure and Capability of the Company: Existing resources for carrying out the services as required: Vehicles – proof of registrations Camera Existing firearms and their licenses (proof of firearm licences), Bullets resistance vests, torches and hand cuffs) (25)	50

• Technological advancement to armed response services system including (evidence to support sending security breach on cell phones immediately) (15) • Number of existing staff in the employ of the company to carry out the armed response duties for the assigned area (10)	
TOTAL	100

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

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE status level certificate

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

NB: Service providers to take high note to the costing table, point 29. This project consist of armed response and alarm system installation, pricing for armed response and installation must clearly be defined on the given costing table and a grand total be given on the last section of the table.

13. OCCUPATIONAL HEALTH AND SAFETY COMPLIENCE

For guidelines on OHS Act compliance and SANBI's requirements in relation to health and safety for construction work, please refer to **Annexure A.** attached to this RFQ. Service providers are required to go through the attached specification and comply with all related regulations related to construction work associated with this alarm system installation project. The alarm maintenance team and armed response officials should always adhere to the H&S regulations, compliance and SANBI standards whenever they are on site.

14. OPERATING HOURS

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

15. CONTRACT PERIOD

The contract will apply to armed response only and will be for a period of 3 years (36 months) which will be reviewed every (12) twelve months from the date of commencement.

16. LABOUR

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

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

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

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

17. SUPERVISORY OF WORK

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

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

17.1 Reaction Officers (RO)

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

18. REACTION OFFICE EQUIPMENT

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

- Firearm
- Torch
- Black pen
- Watch
- Pocket book
- Hand cuffs and key/Suitable cable ties
- Bullet resistant vests
- Response slips or suitable notification of visit

- ID card
- Suitable means of navigation
- Rain coat
- Drivers licence
- Firearm permit. Duration to be in accordance with firearms control act
- Firearm competency card

19. REACTION VEHICLES (RV)

- A RV is a vehicle that is solely dedicated to the purpose of responding in a predetermined area to clients.
- A minimum of two (2) RV's must be fully equipped, manned and available for 24-hours a day with a minimum of one (1) fully equipped back up.
- The RV will be clearly marked with:-
 - ✓ The members' name
 - ✓ Members' logo
 - ✓ Telephone number
 - ✓ That it is a 24 hour service and be marked as a response vehicle
- Where a vehicle roof light is used, this must comply with the Road Traffic Ordinance Act.
- RV's shall be equipped with a suitable communications device.
- It is recommended that every RV be fitted with a GPS tracking device.
- RV's must at all times have sufficient fuel to complete their duties.
- It is the company's responsibility to discipline staff members as far as obeying road traffic rules.

- An additional dedicated and fully equipped back up RV must be available at all times should this become necessary.
- Stand-by RV's must not be less than one per (10) RV's
- Stand-by RV's must be parked at a satellite or dispatch base
- The RV's must be equipped with an all-purpose SABS approved fire extinguisher and must be available for inspection by a SAIDSA appointed inspectorate at any time
- RV's must be refuelled within its patrol area. Should not this be possible a second vehicle should be sent into the area before the vehicle leaves for refuel.

20. FIREARM

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

21. RESPONSE NOTIFICATION

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

Response notification must contain the following information:-

- Date of visit
- RCS details
- Address of premises visited
- Remarks
- Reason for visit

- Reference number
- Notification of visit must be available on request
- Name of a guard who received a response slip
- Specific area where there was alarm signal

22. SAFETY REQUIREMENTS

In as much as the Service Provider will at all material times carry out the contract works for his/her/their own account as an independent Service Provider, the Service Provider shall ensure compliance, by him/her/their employees and any invitees to the site, with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993 ("the OHS Act), and that all safety regulations and procedures prescribe under the regulations of the OHS or its Regulations are observed at all times

23. BRIBERY

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

24. WORKERS COMPENSATION ADMINISTRATION (WCA) AND OTHER REGISTRATIONS

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

25. ALARM SYSTEM AND ARMED RESPONSE

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

26. COMPLIANCE REPORT AND MEETINGS

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

27. SITE INDUCTION

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

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

28. Costing

28.1 Alarm installation costs

	Cost ex VAT	VAT	Cost including VAT
TOTAL	R	R	R

28.2 Response costs

28.2.1 Monthly cost year one

Monthly Cost excluding Vat	Vat	Monthly Cost including Vat	Annual Cost including Vat	3 Years Cost including Vat
R	R	R		

2.8.2.2 Response cost continue (Annual cost for three year period)

Year 1 Total Cost including Vat	Year 2 Total Cost including Vat	Year 3 Total Cost including Vat	TOTAL FOR THREE (3) YEARS INCLUDING VAT

28.3 Servicing and Maintenance

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

28.4 Repairs and technical services costs per call out

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

28.5 TOTAL CONTRACT VALUE (excluding call out)

Alarm system installation cost including Vat	Total armed response and maintenance cost over three years including Vat	Grand total of Alarm installation and armed response including Vat.
R	R	R

29. Submission

Closing date for submission of responses: 10 February 2020

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Modiba at R.modiba@sanbi.org.za

For more information, please contact Mr Mufhati Bulannga on (015) 962 4258 or M.Bulannga@sanbi.org.za