REQUEST FOR PROPOSAL

FOR

THE APPOINTMENT OF AN OPERATOR

FOR THE RESTAURANT AT SANBI FOR THE

HAROLD PORTER NATIONAL BOTANICAL GARDEN,

BETTY'S BAY, WESTERN CAPE PROVINCE

Document Number: One (1) of two (2)

SANBI: G370/2020

SANBI Biodiversity for Life
South African National Biodiversity Institute

HAROLD PORTER
National Botanical Garden

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GENERAL TERMS & INSTRUCTIONS

Please read the following terms and instructions carefully. Failure to comply with the requirements of these instructions and general terms will lead to the rejection of your tender submission.

1. PREPARATION AND SUBMISSION OF PROPOSALS

1.1 The Request for Proposals (RfP) documentation (document 1) consists of:

- General Terms & Instructions to Potential Operators; and
- Forms of Proposal.
- The RfP documents can be obtained from the South African National Biodiversity Institute (SANBI) website www.sanbi.org

1.2 It is accompanied by:

- Catering Specifications and Background Information (document 2), also obtainable from the SANBI website. This includes all the background information to the facilities on offer to the Operator as well as details on the Harold Porter National Botanical Garden.

1.3 Proposals shall be prepared and submitted in accordance with both documents. The South African National Biodiversity Institute (SANBI) shall not incur any obligation or liability towards the successful Operator until the written contract has been signed by SANBI and the Operator.

1.4 Potential Operators are to submit one (1) original signed proposal marked “ORIGINAL” with pricing included in one envelope; and two (2) packs of copies marked “COPY” in a separate envelope with pricing excluded.

Request for Proposal Number**: SANBI: G370/2020**

Closing date for submissions is**: 21 August 2020, at 11:00**

1.5 Proposals will not be accepted after the closing date. Proposals received after the closing date and time will be disqualified.

Proposals must be submitted in the Tender Box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours (08:00 – 16:00, except on the closing date when the time is 11:00).

Proposals may also be submitted by post addressed to:

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

Proposals may also be submitted by courier addressed to:
The Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Biodiversity Building
Pretoria National Botanical Garden,
2 Cussonia Avenue, Brummeria, Pretoria

1.6 All Supply Chain Management (SCM) queries and communications in relation to this RfP should be directed to: sanbi.tenders@sanbi.org.za. Operational or technical queries can be directed to Ms Berenice Carolus (Curator: Harold Porter National Botanical Garden) B.Carolus@sanbi.org.za prior to the tender closing date.

1.7 The proposals shall be submitted without review by, comparison of figures with, arrangement with, or knowledge of any other person or company submitting a proposal for the same work, and shall in all respects be without collusion with other potential Operators. Potential Operators forming a joint venture with another potential Operator in order to submit a single consolidated proposal shall advise SANBI prior to the submission of the proposal and include in their proposal full details of the joint venture including a copy of the signed joint venture agreement.

2. Documents required for submission

2.1 MANDATORY REQUIREMENTS

Each proposal must include the following documentation and failure to include all these documents will lead to disqualification of the proposal:

a) A current copy of the **Central Suppliers Database (CSD) registration report**.
b) The **signed Briefing certificate**
c) A certified copy of **Public Liability Insurance Cover** for the company showing the amount available per claim as a minimum of R1 million.
d) A valid copy of the **Unemployment Insurance fund** (**UIF) letter of Compliance** issued by the Department of Labour.
e) **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**.**
f) **A copy of the B-BBEE Certificate**
g) **The potential tenderer must be an EME or QSE**

Note: Recommended Operator must have submitted the Safety, Health and Environmental File before the signing of the contract.

2.2 Each proposal must include the following documentation for criteria / functionality evaluation purposes:

The proposal should include a variety of documents to assist with functionality evaluation (see section 10). These documents are explained in section 9 – Forms of Proposal.

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3. EXAMINATION OF REQUEST FOR PROPOSAL (RFP)

3.1 SANBI may modify the RfP at any time prior to the closing date. Modifications will be made in the form of addenda to the RfP and will be transmitted simultaneously to all potential Operators.

3.2 The potential Operator is responsible for examination of the RfP and addenda and for informing itself in all respects of conditions, which may in any way affect the performance of the work. Should the potential Operator find discrepancies or omissions in the RfP or should any other questions arise, the potential Operator shall notify SANBI in writing by e-mail immediately on discovery of any discrepancy or omission.

3.3 Potential Operators are required to conduct independent studies, make enquiries, supply restaurant floor plans and furnishing plans to SANBI as part of their proposal submission. It is important that potential Operators note that these studies will be at their own risks and costs, and should have contingency plans in place irrespective of any information or data supplied by SANBI.

4. CONFIDENTIALITY

4.1 By accepting this RfP the potential Operator agrees to ensure that its members, directors, officers, employees, agents and representatives (and, where applicable, those of its participating members) use the RfP only to evaluate the proposal opportunity and for no other purpose.

4.2 SANBI will maintain the confidentiality of information designated as confidential in the submitted proposal, except where that information is not proprietary or where disclosure is required by Law or is otherwise required by SANBI for the purpose of evaluating and selecting proposals. SANBI reserves the right to publicly disseminate any information of a non-confidential nature contained in any proposal.

5. COMPULSORY BRIEFING SESSION AND SITE INSPECTION

5.1 The potential Operator is responsible for making arrangements it considers necessary to become fully informed regarding all conditions that might in any way affect the performance of the contract including any equipment, furniture, fittings, space allocations and similar.

Site visits in addition to the compulsory site visit (see number 4.3 below) are to be arranged with the Harold Porter National Botanical Garden management.

5.2 Failure by the potential Operator to satisfactorily investigate the conditions as aforesaid shall not relieve the potential Operator from the responsibility for properly estimating the cost of performing the contract in accordance with the RFP.

6. PROPOSAL VALIDITY, MODIFICATION AND WITHDRAWAL OF PROPOSALS

6.1 The potential Operator may modify or withdraw its proposal at any time prior to the proposal due date specified in the RfP provided that notification of such withdrawal or modification is received by SANBI in writing prior to the proposal closing date.

6.2 After the closing date, proposals shall be fully binding upon the potential Operator and shall be valid for a period of four (4) months (120 days) from the date of submission of the proposal, thereafter as mutually agreed.

7. AWARD OF CONTRACT

7.1 SANBI shall not be liable for any costs or expenses or damages incurred by any potential Operator who submits a proposal, irrespective of the outcome of such proposal. If, however, any such proposal leads to the conclusion of a contract, then the rights and obligations of SANBI and potential Operator shall be governed solely by the provisions of such contract. Should such preferred potential Operator and SANBI fail to come to an agreement, SANBI may then, at its sole discretion, negotiate the contract with an alternative potential Operator or decide not to conclude a contract at all.

7.2 SANBI reserves the right, after the closing date and evaluation process, to request potential Operator's clarification on the proposal. Any such clarifications or addenda or supplements shall be considered as forming part of the proposal documents. Any such discussion, issue of supplements or addenda or invitation to clarify, should not be construed as an acceptance, award or allocation of the proposal to that potential Operator.

7.3 SANBI has the right to cancel the proposal.

8. RETURN OF REQUEST FOR PROPOSAL DOCUMENTS

Unsuccessful Request for Proposal documents will not be returned.

9. INFORMATION TO BE SUBMITTED WITH THE PROPOSAL

Potential Operators shall submit their proposals in accordance with this RfP and the Forms of Proposal.

10. FORMS OF PROPOSAL (Annexures 1 to 10)

10.1 Proposed concept

Proposals are to indicate in **Annexure 1** details of the proposed business operation linking, where appropriate, to the information contained in Document 2 – Catering Specifications and Background Information. Proposals should include how the potential Operator intends decorating and furnishing the facilities making use of photographs, sketches, artists impressions, swatches (samples), design boards and similar. A floor plan / furniture plan should be included. Details of how risks and waste are to be managed for the proposed operation must be included.

10.2 Operating Hours

Potential Operators are to indicate intended operating hours for normal operations in **Annexure 2**.

10.3 Product Details & Pricing

Since the diversity and quality of products offered for sale will be one of the key criteria on which the contract will be awarded, potential Operators are advised to give as much information as possible on their proposed products in **Annexure 3** including selling prices. Photographs can be submitted. Please note that selling prices submitted with the Forms of Tender proposal are to remain valid for a period of 6 months from the date of submission of the proposal unless otherwise agreed with SANBI.

10.4 Staff Uniform

Potential Operators are requested to indicate by means of description, photographs, sketches and fabric swatches (samples), the type, style and colour of proposed staff uniform in **Annexure 4**.

10.5 Staff Training Programmes

In **Annexure 5**, potential Operators are to give as much information as possible on their training policy and programmes applicable to this contract.

10.6 Capital Investment

In **Annexure 6,** potential Operators are to indicate how much they will be initially investing in the Restaurant, provide a breakdown of all items including equipment, appliances, furniture, decor and any other items they believe would enhance their offer to SANBI.

10.7 Projected net sales

Please note: potential Operators are to indicate their projected net sales revenue for the first three (3) years of operation in **Annexure 7.**

In accordance with SANBI's lease agreement, Operators must take note that the minimum monthly rental payable will be R4 000.00 or 10% of turnover, whichever is higher. The minimum monthly rental will increase annually by the Consumer Price Index. A deposit of R4 000.00 is payable at the acceptance of the contract.

10.8 References

Each potential Operator is required to submit details of three contactable relevant business references in **Annexure 8**.

10.9 Potential Operator's History and Company Profile

Each potential Operator is to submit details of its history and relevant experience in **Annexure 9** and a company profile. The latest audited financial statements should be included, along with short CVs of relevant staff members.

10.10 Marketing Plan

Provide previous copies of advertising and marketing activities in **Annexure 10.** The Operator will be required to spend at least 2% of net sales revenue on marketing per annum. Any marketing material will have to be approved by SANBI.

The potential Operator shall agree to maintain the confidentiality of all information supplied to them in connection with the tendering process regardless of format. Unless required by Law, the potential Operator shall not disclose in whole or in part any details pertaining to their submissions unless written consent is obtained from SANBI prior to such disclosure.

11. 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 the Evaluation (issued 3 September 2010) this bid will be evaluated in two stages.

Stage One:

FUNCTIONALITY CRITERIA	**POINTS**
1. Proposed concept of operation	**25**
Details of proposed concept (Point 9.1)	(10)
Proposed operating hours (Point 9.2)	(5)
Staff uniform (Point 9.4)	(5)
1.1. Marketing Plan (provide previous copies of adverts and marketing activities, Point 9.10)	(5)
2. Proposed selection of products, menu, equipment and added value for money	**30**
Product details and pricing (Point 9.3)	(15)
Projected net sales (Point 9.7)	(15)
3. Capability of staff and available resources of the company,	**25**
3.1. CVs of staff (not more than three pages), including experience, qualification and previous employer. CVs should be for Management, Chef and other key staff. (Point 9.9)	(10)
3.2. Capital investment: Existing resources suitable to operate the Restaurant during the contract period. Please attach the list of your resources. (Point 9.6)	(10)
3.3. Staff training programme (Point 9.5)	(5)
4. Track record and experience relevant to the proposed operation (company's experience in similar projects)	**20**
References (Point 9.8)	(10)
Potential Operator History (Point 9.9)	(10)
Total	**100**

Any potential Operator who scores less than 70 out of 100 points against the functionality criteria in the table above will be excluded from further consideration.

The second stage will be evaluated 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 Broad-based Black Economic Empowerment (B-BBEE) Status Level Certificate. However, as price is not relevant to this tender, the second stage of evaluation of bids will focus solely on preference points as determined from the bidder's B-BBEE Status Level Certificate.

ANNEXURE 1: DETAILS OF PROPOSED CONCEPT

ANNEXURE 2: PROPOSED OPERATING HOURS

ANNEXURE 3: PRODUCT DETAILS & PRICING

Restaurant Menu

ANNEXURE 4: STAFF UNIFORM

ANNEXURE 5: STAFF TRAINING POLICY & PROGRAMMES

ANNEXURE 6: CAPITAL INVESTMENT

ANNEXURE 7:

PROJECTED NET SALE REVENUE FOR THREE (3) YEARS

(Indicate the 2% that will be spent on advertising)

ANNEXURE 8: CONTACTABLE BUSINESS REFERENCES

*****Please provide details of three RELEVANT business references as follows:

Reference 1:

Name of reference: ……

Contact person: ……

Telephone numbers: ……

Length of contract/trading period: ……

Reference 2:

Name of reference: ……

Contact person: ……

Telephone numbers: ……

Length of contract/trading period: ……

Reference 3:

Name of reference: ……

Contact person: ……

Telephone numbers: ……

Length of contract/trading period: ……

ANNEXURE 9: POTENTIAL OPERATOR'S HISTORY & GENERAL INFORMATION

Full legal company name	
Registered office physical address	
Postal address	
Telephone number	
Contact name	
Is the company the provider of the proposed service? If not, please supply the name and address of the other provider.	
How long in years has this company been operating in this business?	
Please indicate the proposed team structure that will be dedicated to the proposed service and provide CVs of key personnel involved.	
Please provide a copy of the last two years' consolidated income statements and cash flow statements and balance sheets.	

ANNEXURE 10 MARKETING PLAN