REQUEST FOR TENDER

for

appointment of a supplier for the procurement of 46 new, electric golf carts and 5-year maintenance plan for the South African National Biodiversity Institute (SANBI) at the National Zoological Garden (NZG) in Pretoria

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

Tender No.: NZG373/2020

SANBI
Biodiversity for Life
South African National Biodiversity Institute

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1. Introduction and Background

The National Zoological Garden (NZG) of South Africa is the largest zoo in the country and the only one with national status. More than 600 000 people visit the NZG annually. The NZG is situated in the centre of Pretoria comprising a variety of infrastructure in its public and service areas, including approximately 10 km of road and pathways.

The NZG was previously an agency of the Department of Science and Technology. It was incorporated in SANBI on 1 April 2018 in terms of the National Environmental Management: Biodiversity Act (NEMBA). The 85-hectare campus in Pretoria houses 3 117 specimens of mammal species, 1 358 specimens of bird species, 3 871 specimens of fish species, 388 specimens of invertebrate species, 309 specimens of reptile species, and 44 specimens of amphibian species.

Golf carts are the only mode of transport that visitors can utilise to fully view the zoo's 85 hectares. The NZG aims to capitalise on this opportunity to increase its revenue, while providing visitors with easy access to all the facilities at the NZG. There is existing infrastructure present on the premises (charging units and shaded parking) that can accommodate the golf carts. The NZG personnel can be trained to manage the day-to-day running of the golf carts.

The Department of the Environment, Forestry and Fisheries (DEFF) has allocated funds over the 2020/21 Financial Year towards an infrastructure programme to be implemented at the NZG in Pretoria. SANBI requires an experienced supplier for the procurement of 46 new, electric golf carts with a 5-year maintenance plan at the Pretoria NZG.

2. Invitation to Tender

Tenders are hereby invited for the appointment of a supplier for the procurement of 46 new, electric golf carts and a 5-year maintenance plan, at the National Zoological Garden in Pretoria.

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

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

The tender closes on 4 September 2020 at 11:00

3. Briefing Session and Site Inspection

SANBI is committed to the health and safety of all bidders and staff members and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, **no briefing session or site inspection will be held**.

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address below. All responses will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

Department:	Supply Chain Management
Email:	Sanbi.Tenders@sanbi.org.za
Cut-off date for enquiries:	21 August 2020 at 12:00

4. Scope

The purpose of this tender is for the appointment of a suitably experienced supplier of 46 new, electric golf carts with a 5-year maintenance plan for the National Zoological Garden in Pretoria. Equipment, accessories and services required from the supplier during the contract period is set out in the sections below.

4.1. Specification of Golf Carts, Equipment and Accessories

Supply of Golf Carts

- 40 (Forty) 4-seater new, electric golf carts with two seats facing forwards and two seats facing backwards.
- 6 (Six) 6-seater new, electric golf carts with two-by-two rows of seats facing forwards and one row of two seats facing backwards.
- Refurbished and/or second-hand golf carts / accessories / equipment, excluding infrastructure already on-site, will not be considered.
- No other type of vehicle will be considered.

Detailed Specifications

There is existing infrastructure (charging units and shaded parking) at the zoo, installed by the current supplier, which can accommodate the required 46 new, electric golf carts.

Tenderers are required to indicate in their response whether their golf carts, equipment and accessories comply with the minimum specifications as listed in the table below by answering "Yes" or "No" in the "Complies with Minimum Specifications? (Yes / No)" column. Photos and/or company brochures must be supplied for each component under the "Description" column.

Description	Minimum Specifications	Complies with Minimum Specifications? (Yes / No)
Controller	Solid state variable	
Brakes	Auto-park release	
	Electric stop (e-braking)	
	Hydraulic disc brakes on all four wheels	
Batteries	Lithium-ion 48V	
	Must comply fully with “Safety requirements for secondary batteries” and battery installations Part 3: Traction batteries” SANS 62485-3:2014 or similar approved	
Seating capacity	**Forty 4-seater golf carts** with two fixed seats facing forwards and two seats facing backwards	
	Six 6-seater golf carts with two rows of two fixed seats facing forwards and two fixed seats facing backwards	
Upholstering	Durable, hard-wearing canvas, olive green or similar approved colour	
Seat-belts	Quick-release waist seatbelts for each seat	
Rims	Steel rims only	
Chargers	Charger units fixed in-cart	
Minimum incline capability	30 degrees	
Minimum range (flat road)	20 kilometres	
Cart must have a windscreen	Yes	
Cart must have a roof	Yes	

4.2. Warranty and Maintenance

Warranty Period

All golf carts, equipment and accessories are to be supplied with a minimum of 12 months' manufacture warranty. The warranty shall include, but not be limited to, that the NZG can claim against the vehicle's manufacturer for failures or malfunctions that occur (during normal, general use) within this time period (if something breaks unexpectedly, the dealer's workshop must repair it at no labour, parts or transport costs if the golf cart is to be taken off-site).

The warranty period commences per cart when said cart, with all its applicable accessories and equipment, has been received (delivery signed off) by SANBI's representative(s) and the project manager on-site.

The bidder's response must include a detailed description of what is included in the warranty and what the warranty period is.

Five-year Maintenance Plan

The bidder's response must include a detailed description of what is included in the 5-year maintenance plan.

The bid price must include a 5-year maintenance plan which will include as a minimum, but not be limited to:

- Labour and parts costs of servicing each cart four times per year
- Only original parts will be used in replacement
- General service:
    - Tyres: check tyre pressure, adjust if needed; condition of tyres and rims, replace if needed; check for alignment and adjust if needed
    - Brakes: clean and adjust; check brake shoe lining, replace if needed
    - Rear axle: check current condition; drain and replace fluid if needed; check for oil leaks
    - Front and rear suspension: check for strut oil leakage; check for excessive play in hubs / kingpins; check for worn bushings, replace if needed; check for loose / missing hardware
    - Steering assembly: check for excessive play; check for loose or missing hardware
    - Check for loose nuts and bolts on cart, tighten when needed
- Battery: check for corrosion and loose terminals, replace if needed; check charge receptacle condition, replace if needed; check battery cables, replace if needed; charge batteries
- Electric: check electronic speed control connections for corrosion or tightness; check all electronical components including forward / reverse switch and accelerator; check reverse warning buzzer, replace if needed

Services should be carries out on site as there will be 46 carts to service. Carts should only be removed from site if they cannot be repaired on-site. Transport costs (all collection and delivery charges) if the cart, or any part thereof, has to be taken off-site must be included in the 5-year maintenance plan.

The cost of repairs outside of the warranty and/or maintenance plan will be submitted to and approved by the NZG before repairs are conducted.

The maintenance period commences per cart when said cart, with all its applicable accessories and equipment, has been received (delivery signed off) by SANBI's representative(s) and the project manager on-site.

Contract Period

- SANBI reserves the right to visit the bidder's premises to inspect and approve their proposed golf carts, equipment and accessories prior to awarding the contract to ensure that the minimum specifications in section 4.1 have been met.
- The contract shall come into effect once the purchase order has been issued. The successful bidder will be required to deliver all the carts, equipment and accessories no later than Wednesday, 31 March 2021 to the National Zoological Garden in Boom Street, Pretoria.
- SANBI may terminate the contract for any reason good in law, including unsatisfactory performance by the supplier or its personnel, subject to thirty (30) days written notice to the supplier of such termination.
- The contract will automatically terminate at the end of the 5-year maintenance plan.

Golf Carts Delivery Validation

The supplier's first invoice must be submitted to SANBI's representative(s) and project manager who will validate that delivery of all the golf carts, equipment and accessories have taken place as stipulated and that it complies with the contractual specifications.

SANBI undertakes to pay the first invoice, covering all costs incurred by the supplier up to and including 31 March 2021, within 30 days of receipt of invoice. Thereafter invoices must be submitted to SANBI monthly until the 5-year maintenance plan has come to an end, with the last invoice being paid within 30 days of contract termination.

4.3. Extent of the Services

Services required during the contract period will include the following (refer to clause 4 Scope above):

- Transport and delivery to site of all carts, equipment and accessories no later than Wednesday, 31 March 2021.
- Minimum of two days' training for NZG personnel (up to six staff members), on a date to be agreed to between all parties.

In addition to the services required, the supplier shall possess the following competencies:

- At least 5 years' experience in supply and maintenance of new, electric golf carts.
- Experience in training of personnel in safe operation of electric golf carts.
- Knowledge transfer for health and safety issues for on-site operation of electric golf carts.

The bidder's proposal should give clear examples of all claimed proficiency and recent experience in terms of the above skills, abilities and competencies.

5. Requirements for Proposals

5.1. Mandatory Documentation Required

Each submission must include the following ***(failure to provide below documentation will result in the tender being rejected)***:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level certificate. Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a minimum B-BBEE status level of contributor, Level 2.
- A copy of the company/individual's latest Audited Financial Statements.
- A 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.
- A copy of the Central Suppliers Database (CSD) registration report.
- Fully completed SBD forms.
- Proposed fee/cost structure and ability to source additional staff/services on short notice ***(this must only be contained in the 'original' document as per the section on submission below. Inclusion of pricing in any 'copy' will result in the tender being rejected)***.
- UIF compliance demonstrated by submission of one of the following:
    - A valid copy of the UIF Letter of Compliance issued by the Department of Labour, or
    - Labour uFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
    - SARS eFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
    - Valid proof of exemption for UIF.

5.2. Additional Documentation Required

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

- Details of the bidder, including the bidding entity's company profile that outlines relevant skills, experience and track record in support of the required electric golf carts, equipment, accessories, maintenance, and after sales services, as well as the mission statement and policies of the bidding entity.
- The bidder's company profile and past performance must include:
    - Bidder's capacity, delivery time frames and risk mitigating measures in providing the required 46 new, electric golf carts (refurbished and/or second-hand golf carts / accessories / equipment, other than the infrastructure already available on-site, will not be considered)
    - List of five similar projects where at least 20 new, electric golf carts, with all associated accessories and equipment as listed in section 4.1 and 4.2, were supplied with each project's contract value and contact numbers for reference purposes (refurbished and/or second-hand golf carts / accessories / equipment, other than the infrastructure already available on-site, and vehicles other than electric golf carts will not be considered). The list of projects must also specify if i) a warranty was included and if it was, the duration and what was covered and ii) whether a maintenance plan was included and if it was, the duration and what was covered in the plan and iii) whether the client was trained and what it entailed.
- The bidder's response must include:
    - Whether their new golf carts, equipment and accessories comply with the minimum specifications as listed in the table on page 5 of this ToR by answering "Yes" or "No" in the "Complies with Minimum Specifications? (Yes / No)" column.
    - Photos and/or company brochures for each component under the "Description" column of the table on page 5 of this ToR.
    - Detail descriptions on the warranty (what is included and what is not), maintenance plan (what is included and what not) and training (what is included and what not) requirements as described in section 4.2.
- Other services / products to be supplied in addition to the requirements in sections 4.1 and 4.2 must be clearly identified as such and included in the bidder's response. For example:
    - Services offered over and above 12-month warranty.
    - Services offered over and above the 5-year maintenance plan (for example, additional support, arrangements for urgent repairs and trouble-shooting including response time and delivery time, after hours support, windscreen cracks, dents, paint chips).
- A statement from the bidder that:
    - All 46 electric golf carts, accessories and equipment costed for are new and not refurbished or second-hand.
    - Only original manufacturer products and parts are used / included.

5.3. Other Requirements

SANBI reserves the right to: verify any information supplied in the tender submission; to not appoint any supplier; to cancel or withdraw this tender at any time without attracting any penalties or liabilities; to have the final say in the appointment of the supplier and that this will be binding; to disqualify a tender or cancel any subsequent contracts should it be found that: 1) Information was omitted that should have been disclosed, 2) factually inaccurate information was provided and/or 3) that a misrepresentation of facts have occurred.

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

6. Submission

The final price stated must be inclusive of VAT and, along with the Pricing and Payment Schedule SBD 3.3, will be considered the price for the duration of the contract.

This is a two-envelope tender process and memory stick. Suppliers are to submit one pack of original proposals, marked “ORIGINAL” in a separate envelope, one memory stick with original proposal and price separated and one pack of copies, marked “COPY” in a second envelope.

Financial and pricing details must only be included in the pack marked “ORIGINAL”.
NB. Failure to submit:

- one pack of original documents with pricing included; and
- one pack of copies without pricing data
- Memory stick

in the prescribed manner WILL lead to the bid being disqualified.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the closing date and time. Normal office hours are from 08:00 to 16:00 daily. Accept that proof of posting shall not be accepted as proof of delivery. E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

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7. Evaluation Criteria

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

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

FUNCTIONALITY EVALUATION CRITERIA	POINTS
1. Company profile and past performance: a. Supplier's capacity, delivery time frames and risk mitigating measures in providing the required 46 new, electric golf carts b. List of five similar projects where at least 20 new, electric golf carts, with all associated accessories, equipment, warranty and a maintenance plan, as listed in section 4.1 and 4.2, were supplied. The list should include each project's contract value and contact numbers for reference purposes. References for vehicles other than new, electric golf carts will not be considered	**25** (15) (10)
2. Specifications of the golf carts, equipment, accessories and other services / products to be supplied relative to the requirements in items 4.1 and 4.2: a. Full points will be given for meeting i) all the minimum specifications and ii) providing a minimum 12-months' warranty and iii) providing a minimum 5-years' maintenance plan and iv) providing only new, electric golf carts, accessories and equipment (refurbished and/or second-hand will not be considered) b. But zero points will be scored for not meeting i) all the minimum specifications and ii) providing no warranty or warranty less than 12 months' duration and iii) providing no maintenance plan or maintenance plan less than 5 years' duration and iv) not providing only new, electric golf carts, accessories and equipment (refurbished and/or second-hand, and vehicles other than a golf cart will not be considered)	**50** (50)
3. Post-sales services offered (see item 4.2): a. Services offered over and above 12-month warranty b. Services offered over and above the 5-year maintenance plan (for example, additional support, arrangements for urgent repairs and trouble-shooting including response time and delivery time, after hours support, windscreen cracks, dents, paint chips) c. Approach to training offered	**25** (10) (10) (5)
Maximum possible score for functionality	**100**

Suppliers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

B. The second stage will evaluate the price and equity of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 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.

8. General Safety, Health and Environmental (SHE) Requirements

All suppliers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements:

- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The suppliers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases. The letter should be issued by the Department of Labour.
- National Environmental Management Act (Act No. 107 of 1998).

9. General

- All documents submitted in the response to this Request for Tender (RFT) shall be written in English.
- Potential suppliers shall not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.
- The appointment of a successful supplier shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the services as per this RFT will be the **SANBI Standard Contractor Agreement**.
- The contract will be drawn up between SANBI and the golf cart supplier.
- The supplier's first invoice must be submitted to SANBI's representative(s) and project manager who will validate that delivery of the golf carts, equipment and accessories have taken place as stipulated and that it complies with the contractual specifications. SANBI undertakes to pay the first invoice, covering all costs incurred by the supplier up to and including 31 March 2021, within 30 days of receipt of invoice. Thereafter invoices must be submitted to SANBI monthly until the 5-year maintenance plan has come to an end, with the last invoice being paid within 30 days of contract fulfilled.
- No upfront payments will be made.
- Any or all information made available to the supplier by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.
- While the supplier will be working with a number of SANBI staff, including the Chief Director: National Zoological Garden and the SANBI-appointed project manager, final accountability rests with the relevant internal SANBI project manager.

- The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address: sanbi.tenders@sanbi.org.za

- Tender documents will **only be available online** on SANBI's website www.sanbi.org (click on "opportunities").

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SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*South African National Biodiversity Institute*)					
BID NUMBER:	**NZG373/2020**	CLOSING DATE:	**4 September 2020**	CLOSING TIME:	**11:00 AM**
DESCRIPTION	**APPOINTMENT OF A SUPPLIER FOR THE PROCUREMENT OF 46 NEW, ELECTRIC GOLF CARTS AND 5-YEAR MAINTENANCE PLAN FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE NATIONAL ZOOLOGICAL GARDEN (NZG) IN PRETORIA**				

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

Biodiversity Centre
Pretoria National Botanical Garden
2 Cussonia Avenue
Brummeria Pretoria

BRIEFING SESSION

SANBI is committed to the health and safety of all bidders and staff members and reducing the spread of COVID-19. As a result, with guidance from regulations published by the National Department of Health, **no briefing session or site inspection will be held**. Bidders are encouraged to direct all technical and bidding procedure enquiries to the following address:

Department: **SUPPLY CHAIN MANAGEMENT**
Email: Sanbi.Tenders@sanbi.org.za
Cut-off date for enquiries: 21 August 2020 at 12:00

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	SANBI SCM	CONTACT PERSON	Mr Leslie Mudimeli
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Sanbi.Tenders@sanbi.org.za	E-MAIL ADDRESS	L.Mudimeli@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	MAAA

			No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ 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.				

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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: ……...

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SBD 3.3

PRICING AND PAYMENT SCHEDULE
(Supplier)

NAME OF BIDDER: ..... BID NO.: **NZG373/2020**

CLOSING DATE: **4 September 2020** CLOSING TIME: **11:00**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate the total procurement costs of all 46 new, electric golf carts, equipment, accessories, transport, services, maintenance plan, training, any other services / products and inclusive of all applicable taxes. R_____

Please complete this table with the relevant pricing information and only include this table in the ORIGINAL pack, and NOT in the copies.

ITEM	**PRICE**
Forty (40) four-seater golf carts, accessories and equipment	R
Six (6) six-seater golf carts, accessories and equipment	R
Delivery costs and on-site set up	R
5-year maintenance plan	R
2-day training for six NZG staff members	R
Other*	R
Sub-total	R
VAT	R
TOTAL	R

*Any other services and/or products (for example, providing a replacement golf cart while in repair) must be priced as an additional line item in the table above and a clear description must be included in the bidder's response.
The supplier's first invoice must be submitted to SANBI's representative(s) and project manager who

will validate that delivery of all 46 new, electric golf carts, equipment and accessories have taken place as stipulated and that it complies with the contractual specifications. SANBI undertakes to pay the first invoice, covering all costs incurred by the supplier up to and including 31 March 2021, within 30 days of receipt of invoice. Thereafter invoices must be submitted to SANBI monthly until the 5-year maintenance plan has come to an end, with the last invoice being paid within 30 days of contract fulfilled.

PAYMENT SCHEDULE	**AMOUNT**
First invoice submitted upon SANBI approval of delivery (all 46 new, electric golf carts, equipment and accessories)	R
Maintenance: Year 1	R
Maintenance: Year 2	R
Maintenance: Year 3	R
Maintenance: Year 4	R
Maintenance: Year 5	R
Sub-total	R
VAT	R
TOTAL	R

**** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

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SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

   - the bidder is employed by the state; and/or

   - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: …….

2.2 Identity Number:……...

2.3 Position occupied in the Company (director, trustee, shareholder[2], 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.

[1]"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.

[2]"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**

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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**

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

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 R50 000 000 (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

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 last 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
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……
……..

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional supplier
- ☐ Other suppliers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

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

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result

of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

WITNESSES 1. …….. 2. ……	…… SIGNATURE(S) OF BIDDERS(S) DATE: …….. ADDRESS …….. ……..

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SBD 8

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 *audi alteram partem* 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)? **cess this 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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SBD 9

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all quotations[1] 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 *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] 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.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

APPOINTMENT OF A SUPPLIER FOR THE PROCUREMENT OF 46 NEW, ELECTRIC GOLF CARTS AND 5-YEAR MAINTENANCE PLAN FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT THE NATIONAL ZOOLOGICAL GARDEN (NZG) IN PRETORIA

NZG373/2020

in response to the invitation for the quote made by:

SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE

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 consortium[3] 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.

[3] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

……	……
Signature	Date
……	……
Position	Name of Bidder