

REQUEST FOR TENDER

for

THE APPOINTMENT OF THREE (3) AND NOT MORE THAN FIVE (5) SERVICE PROVIDERS TO SUPPLY AND DELIVER ANIMAL FODDER AS AND WHEN REQUIRED FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) TO THE MOKOPANE BIODIVERSITY CONSERVATION CENTRE (MBCC) FOR A PERIOD OF THREE (3) YEARS.

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

Tender No: G377/2020

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1. Background

The South African National Biodiversity Institute (SANBI) would like to appoint three (3) and not more than five (5) service providers to supply and deliver animal fodder as outlined in the specification (Table 1 and Table 2) to the Mokopane Biodiversity Conservation Centre (MBCC) to feed the diverse captive animal collection under its care. It is the responsibility of the MBCC to maintain the welfare needs of these animals daily, by feeding them good quality food. The captive animals are fed by the MBCC using scientifically formulated diets comprising of fodder, dry animal feed and supplements. The diet sheet is prescribed and amended from time to time by a qualified animal nutritionist and/or wildlife veterinarian. The outlined specification (Table 1) for animal fodder listed is to accommodate possible currently known variations that may be amended in the diet sheets from time to time.

The MBCC therefore must purchase animal fodder (Lucerne, Teff and Straw) to satisfy such nutritional requirements. Three (3) and not more than five (5) service providers will be appointed as part of a panel of suppliers, to supply the nutritional needs of the captive animal collection of the MBCC. The initial cheapest quote will be used for the first delivery and thereafter all the appointed service providers would be requested to provide a new quotation for each re-occurring delivery over a period of three (3) years, the cheapest quote will be selected.

2. Invitation to tender

Bidders are hereby invited to submit bids to supply and deliver animal fodder as and when required by SANBI to be delivered, to the Mokopane Biodiversity Conservation centre over a period of three (3) years. The first delivery of the required products will be awarded to the service provider that submits the best price in the initial bid, thereafter the appointed service providers would be required to submit updated quotations based on the nutritional needs of the diet sheets at that time..

Mokopane Biodiversity Conservation Centre is located at:

Thabo Mbeki Street / Route R101 North

Mokopane, 0601

Limpopo

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

Manager: Supply Chain Management
South African National Biodiversity Institute
2 Cussonia Avenue
Brummeria
Pretoria
0183

E-mail address: sanbi.tenders@sanbi.org.za

3. Tender specification

The below table provides detailed product listing and estimated quantities of animal fodder required over the three (3) year contract period (Table 1). It should be noted that the estimated quantities below for animal fodder might differ from the actual consumption and this will be dependent on operational needs. The service provider is to provide only the listed plant species for Teff and Straw set out in Table 2. No other species will be accepted.

Table 1. Annual estimated quantities of Animal Fodder

NO	DESCRIPTION	UOM	PREFERRED MINIMUM WEIGHT OF A BALE	ESTIMATED ANNUAL CONSUMPTION YEAR 1	ESTIMATED ANNUAL CONSUMPTION YEAR 2	ESTIMATED ANNUAL CONSUMPTION YEAR 3	TOTAL ESTIMATED QUANTITY FOR PERIOD OF THREE YEARS
PELLETED PRODUCTS							
1.	LUCERNE	bale	18 kg (min)	3 300 bales	3 300 bales	3 300 bales	9 900 bales
2.	TEFF / BUFFALO GRASS	bale	15 kg (min)	3 700 bales	3 700 bales	3 700 bales	11 100 bales
3.	STRAW	bale	12 kg (min)	720 bales	720 bales	720 bales	2 160 bales

The listed products with delivery criteria and quality requirements are set out below in Table 2.

Table 2. Type of Animal Fodder, criteria for delivery, quality

1.	LUCERNE	PRIME GRADE OR 1 ST GRADE (NATIONAL LUCERNE TRUST)
Criteria for delivery		
	a) Delivery to the main store of Mokopane Biodiversity Conservation Centre, located at the end of Hooge Street, Mokopane, Limpopo. b) The service provider will <u>off load and pack</u> the fodder into the main store at Mokopane. c) Bales are to be transported under a tarpaulin or closed transport to prevent the bales from becoming wet and to minimise the contamination of the bales during transportation (e.g. excessive exhaust fumes, excess dust, oils, etc.). d) If the animal fodder received becomes mouldy within 30 days after delivery it is to be replaced by the service provider at their own expense. e) Any bale that is identified by SANBI staff on site as “not being of the right quality” (see product quality point g. below), is to be replaced by the service provider at their own expense. f) Delivery quantity estimate: • Total Volume = estimated number of 9 900 Bales • An estimated number of 3 300 bales per year for three years is required. • An estimated number of 300 bales per month, per delivery, will need to be provided.	
Product quality		
	g) Bales not conforming to the set criteria will not be accepted and the service provider will have to remove and replace such bales at their own expense. • Bales must be Prime or 1st Grade quality (National Lucerne Trust standards). • Bales must be rich green in colour. • Bales must not be contaminated with litter, weeds, or any other plants.	

	• Bales moisture content permitted is to be less than 16%, to prevent mould and heating. • Bales provided must be from the current season. • Bales to have a sweet smell and contain ample leafy material, less stalks. • Bales provided must weigh a minimum of 18kg per bale. • Bales must be firmly baled with twine or wire to a length of approximately 1 meter. • Bales must not: contain any mould, dust/soil or have a fermentation odour, or have a dead weight to the bale • Only rectangular bales will be accepted. Round bales or over size / large bales will not be accepted.
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2.	Teff / Buffalo Grass	SPECIES SPECIFIC
Criteria for delivery		
	a) Delivery to the main store of Mokopane Biodiversity Conservation Centre, located at the end of Hooze Street, Mokopane, Limpopo. b) The service provider will <u>off load and pack</u> the fodder into the main store at Mokopane. c) Bales are to be transported under a tarpaulin or closed transport to prevent the bales from becoming wet and to minimise the contamination of the bales during transportation (e.g. excessive exhaust fumes, excess dust, oils, etc.). d) If the animal fodder received becomes mouldy within 30 days after delivery it is to be replaced by the service provider at their own expense. e) Any bale that is identified by SANBI staff on site as “not being of the right quality”, is to be replaced by the service provider at their own expense. f) Delivery quantity estimate: • Total Volume = estimated number of 11 100 Bales • An estimated number of 3 700 bales per year for three years is required. • An estimated number of 300 bales per month, per delivery, will need to be provided.	

Product quality	
	g) Bales not conforming to the set criteria will not be accepted and the service provider will have to remove and replace such bales at their own expense. - Grass species that will only be accepted: <u>Eragrostis tef</u>, (Teff) and or <u>Cenchrus ciliaris</u>, (Buffalo Grass / Foxtail Buffalo Grass). - Bales provided must be from the current season. - Bales provided must weigh a minimum of 15kg per bale. - Bales must be green to light brown colour. They must not have any grey appearance or mixed with grey coloured grass. - Bales must not contain any coarse stalks. - Bales must be adequately dry for storage, so that they cannot develop mould during a 30-day period - Bales must be firmly baled with twine or wire to a length of approximately 1 meter. - Bales must not be contaminated with litter, weeds, or any other plants. - Bales must not: contain any mould, dust/soil or have a fermentation odour, or have a dead weight to the bale. - Only rectangular bales will be accepted. Round bales or over size / large bales will not be accepted.

3.	STRAW	SPECIES SPECIFIC
Criteria for delivery		
	a) Delivery to the main store of Mokopane Biodiversity Conservation Centre, located at the end of Hooze Street, Mokopane, Limpopo. b) The service provider will <u>off load and pack</u> the fodder into the main store at Mokopane. c) Bales are to be transported under a tarpaulin or closed transport to prevent the bales from becoming wet and to minimise the contamination of the bales during transportation (e.g. excessive exhaust fumes, excess dust, oils, etc.).	

	d) If the animal fodder received becomes mouldy within 30 days after delivery it is to be replaced by the service provider at their own expense. e) Any bale that is identified by SANBI staff on site as “not being of the right quality”, is to be replaced by the service provider at their own expense. f) Delivery quantity estimate: • Total Volume = estimated number of 2 160 Bales • An estimated number of 720 bales per year for three years is required. • An estimated number of 60 bales per month, per delivery, will need to be provided.
Product quality	
	g) Bales not conforming to the set criteria will not be accepted and the service provider will have to remove and replace such bales at their own expense. • Only Straw, the crop residue consisting of the dry stems and leaves left after the harvest of cereal crops will be accepted: ○ <u>Triticum aestivum</u>. - Wheat straw. ○ <u>Hordeum vulgare</u> - Barley straw. ○ <u>Avena sativa</u> - Oats straw. ○ <u>Triticosecale spp.</u> - Triticale straw. ○ <u>Secale cereale</u> - Rye straw. ○ <u>Oryza sativa</u> - Rice straw. • Bales provided must be from the current season. • Bales provided must weigh a minimum of 12kg per bale. • Bales must be yellow to light brown colour. They must not have any grey appearance or mixed with grey coloured straw. • Bales contents must be semi crushed as not to contain any coarse hard stalks. • Bales must be dry for storage, so that they cannot develop mould. • Bales must be clean, dust, and small particle free. • Bales must be firmly baled with twine or wire to a length of approximately 1 meter.

	• Bales must not be contaminated with litter, weeds, or any other plants or seeds. • Bales must not: contain any mould, dust/soil or have a fermentation odour, or have a dead weight to the bale. • Only rectangular bales will be accepted. Round bales or over size / large bales will not be accepted.
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4. Special conditions of contract

The contracts between SANBI and the successful service provider will include, but not limited to the following:

- 4.1. Only products stated that conform to the specified criteria (Table 2) will be accepted.
- 4.2. If product type specified in the contract cannot be supplied and an alternative is proposed during the term of the contract, SANBI must be informed 15 working days before delivery is to take place and SANBI reserves the right to either accept or reject the delivery of the product or the proposed alternative or the further provision of the product. The service provider is responsible for sourcing the suitable, acceptable product alternative which is approved by SANBI.
- 4.3. Orders are normally placed on a monthly basis and should be delivered within five (5) working days of an official order being received. The service provider must notify SANBI immediately if delivery will not take place within five (5) working days.
- 4.4. Upon delivery of goods SANBI staff will inspect the quality. An inspection form will be completed by SANBI and the service provider representative in order to confirm the quality and quantity of the goods delivered.
- 4.5. The service provider will be responsible for the labour arrangements at the time of delivery to offload and pack the goods in the MBCC designated stores.
- 4.6. The team offloading the items must wear appropriate and clean PPE's (including facial masks) and follow Health and Safety norms, standards, and practices. The appointed service providers will be required to sign SANBI's Health and Safety Agreement and comply with such an agreement always.
- 4.7. The terms of reference of this tender in addition to the instructions appearing on the official purchase order must be strictly adhered to and under no circumstances should the service provider deviate from such.
- 4.8. SANBI will be under no obligation to accept any quantity in excess of the ordered quantity.
- 4.9. All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against which the delivery has been effected.

The person receiving the delivery and the person delivering must both sign on the delivery note.

- 4.10. Deliveries not complying with the purchase order will be returned to the service provider at the service provider's own expense. The returned order must be corrected within two working days from date of rejection.
- 4.11. It is recommended that the service provider source and store enough fodder in a suitable store for delivery during periods of drought, fodder shortages or to avoid periods where the product is highly priced.
- 4.12. Compliance Management:
 - 4.12.1. If an appointed service provider does not deliver the required fodder by the specified date, an alternative service provider will be given the opportunity to deliver and the initial service providers' order for that specific delivery will be cancelled.
 - 4.12.2. If an appointed service provider fails to deliver any three orders, their contract will be cancelled, resulting in their removal from the appointed panel of suppliers.
 - 4.12.3. Notification of non-delivery or poor-quality product delivered will be given in writing by SANBI.
 - 4.12.4. SANBI reserves the right to replace a service provider whose contract has been cancelled due to non-compliance.

NB: Estimated quantities reflected in *Table 1. Annual estimated quantities of animal fodder* are an estimate. Orders will be placed based on "as and when required" and no guarantee is given or implied as to the actual product and/or quantity which will be procured during the contract period. The first order will be allocated to the appointed service provider quoting lowest initially. Subsequent orders will require all appointed service providers to quote, and the lowest quote will be accepted for each new order.

5. Compulsory briefing session

SANBI is committed to the health and safety of all service provider 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.

Service providers are encouraged to direct all technical and bidding procedure enquiries to the email address below. All response to enquiries 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: 12 November 2020 at 11:00

6. Submission of Tender

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

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

NB: Failure to submit one original and one copy, will lead to your bid being disqualified.

Above Tenders must be submitted in the Tender Box located in the:

Biodiversity Building
South African National Biodiversity Institute
2 Cussonia Avenue
Brummeria
Pretoria
0183

During office hours (08:00 – 16:00), Monday to Friday.

NB: All documents must be clearly labelled. Tender Number: SANBI G377/2020

Closing date for submissions is: 12 November 2020 at 11:00

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

7. General terms

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

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

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

For any technical information, the following person may be contacted:

Mr. Mark Howitt, General Curator: Mokopane Biodiversity Conservation Centre, at the following e-mail address: m.howitt@sanbi.org.za

The following must be included on the subject line:

“Tender number: SANBI G377/2020 Supply and delivery of animal dry feed and supplements to the Mokopane Biodiversity Conservation Centre (MBCC)

Deadline for enquiries is 12 November 2020 at 11:00. No feedback will be provided after the deadline.

The appointment of successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. In the event of all parties failing to reach an agreement, SANBI reserves the right and shall be entitled to either consider other bids received or if required to re-advertise the tender.

During the three (3) year term of the contract SANBI reserves the right to source and appoint other service providers if any of the appointed service provider defaults on the Terms and

Conditions of the contract resulting in the cancellation of the contract with the specific service provider.

8. Requirements for Tender

8.1 Mandatory documentation

Tenders must include the following documentation: **(Failure to submit this required documentation will lead to disqualification).**

- 8.1.1. A copy of the company Central Supplier Database (CSD) registration report. The service provider must ensure that the tax status is compliant throughout the tender process.
- 8.1.2. All duly signed and fully completed standard bidding document (SBD) forms.
- 8.1.3. **Fee/cost structure Annexure A. This information must only be included in the pack marked “ORIGINAL”. See Section 6.)**
- 8.1.4. 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.
- 8.1.5. A valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- 8.1.6. Certified copy of public liability insurance cover to the value of R500 000. A Letter of Intent from a registered financial supplier or insurance company will be accepted. Application for public liability insurance alone will not be accepted.
- 8.1.7. A valid certified copy or original Broad-Based Black Economic Empowerment (B-BBEE) Status Level 1 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 B-BBEE status level of contributor Level 1.

8.2 Additional documentation

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:

- 8.2.1 Company information and profile: Clear indication of an overview of services offered and any industry affiliation, management structure, supervision and experience of the core staff who will be involved in the project CVs of core staff that will be involved with this tender. (Maximum three pages per CV.)
- 8.2.2 Three contactable reference letters for contracts involving the supply and delivery of animal fodder with a contract value exceeding R 150 000 within the last three years. The reference letters must indicate the contract value and the quality of service as per the attached reference letter template (Annexure B). If the reference letter is in a different format, the letter should reflect the major aspects contained in the template.
- 8.2.3 A comprehensive list of previous supply and delivery contracts over the past five years indicating value and nature of goods supplied.
- 8.2.4 Proof of ownership of a transport vehicle (minimum carrying capacity of 4 tons) in the company name or proof of lease contract between the service provider and rental / transportation company. The lease contract must include the contact details of the representative from the rental company. Letter of intent to lease issued by rental company on its letterhead may be submitted. Misrepresentations will lead to disqualification from the request for service.
- 8.2.5 A contingency plan to ensure the supply and delivery of the required animal fodder as ordered throughout the year.
 - Proven access or ownership of suitable storage facilities (rain proof, no termites),
 - Multiple provision of agreements or agreements of intent with growers/suppliers of the required animal fodder as listed in Table 2,
 - Submitted management plan to ensure ongoing, unrestricted supply of required animal fodder throughout the term period of the contract.

9 Functionality evaluation

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

The first stage will evaluate experience and functionality according to the criteria listed in Table 3 below.

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

Table 3. Functionality - Evaluation criteria

Heading	Description	Weight
A. Company profile and capacity	Service provider to provide a company profile including an overview of services offered and any industry affiliation, management structure, supervision and qualifications and experience of the core staff who will be involved in the project.	10
	Access to or ownership of an appropriate truck(s) for the delivery of animal fodder required. Or Signed agreement with a Rental / Transportation Company.	5
B. Company experience	Three references letters for the supply of animal fodder which indicate the contract value and the quality of service as per the attached reference letter template (Annexure B). If the reference letter is in a different format, the letter should reflect the major aspects contained in the template provided. Maximum of five points will be awarded for each favourable reference where the contract value exceeds R200 000 within the last one-year period.	30
	Previous supply and delivery contracts over the past 5 years indicating value and nature of goods supplied.	10
C. Contingency plans	Evidence on how the service provider will ensure a constant industrial strikes, sick leave and normal absence of core staff when providing the service, National Disaster Act (e.g. Lockdowns).	10

	Evidence on how the service provider will deal with consistent supply of animal fodder and how shortages will be avoided. • Proven access or ownership of suitable storage facilities (rain proof, no termites), • Multiple provision of agreements or agreements of intent with growers/suppliers of the required animal fodder as listed in Table 2, • Submitted management plan to ensure ongoing, unrestricted supply of required animal fodder throughout the term period of the contract.	35
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Bids that fail to score a minimum of **70** points out of a possible 100 points for functionality will not be eligible for price and equity consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for experience and functionality. 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 and the Preferential Procurement Policy Framework Action (PPPFA) (No. 5 of 2000) in accordance with the Preferential Procurement Regulations, 2017)).

All products on Annexure A are to be quoted on. An incomplete quote will not be evaluated and disqualified.

SANBI reserves the right:

- To verify any information supplied in the tender documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFT at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and that this will be binding.
- To disqualify a service provider or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

10 Confidentiality

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

11 Preparation of proposal

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

12 Tender documentation availability

The tender documents are available from:

- SANBI website – www.sanbi.org ,
- National e-Tender Publication Portal.

13 Contract & contract period

This is a three (3) year contract where animal fodder must be delivered as and when required. SANBI will enter into agreement with all service providers for monitoring and compliance purposes which will be signed by both parties during contracting.

SANBI reserves the right to engage in post tender negotiations with the shortlisted service providers and to do business with the service providers that best meet the requirements. The successful service providers will be approached as and when a new delivery and requested is required to provide an updated quotation for the required dry feed. The successful service provider will be awarded an official order for deliveries.

The performance of the successful service provider will be monitored through compliance meetings which will take place when necessary, called by SANBI or the appointed supp service provider.

14 General Health and Safety Requirements

All service providers entering a Contract with the South African National Biodiversity Institute must as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996).
- National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety Specification and relevant policies.

15 ANNEXURE A: FEE/COST STRUCTURE

I, _____ (full name and surname) as duly authorised and representing _____ (Company name) hereby confirm that the listed product pricing includes all costs: transport, labour to off load and pack into the store on delivery, VAT, and any other costs involved. SANBI will not be invoiced for any additional costs other than the stated unit cost reflected in the quotation.

The service provider also acknowledges that the term of one (1) year is a period of 12 months / 365 days and is based on the commencement date of the contract. The amount charged for the product is based on the date that the product was ordered and not the date of delivery.

Capacity: _____ Signature: _____ Date: _____

Witness: (1) Name: _____ Signature: _____

(2) Name: _____ Signature: _____

NB: Quote per Bale.

NO	DESCRIPTION	PREFERRED MINIUM WEIGHT OF A BALE	PRICE PER BALE (ZAR) 1 st Year *VAT and all costs included	
			From November to April	From May to October
1.	LUCERNE	18 kg	R	R
2.	TEFF / BUFFALO GRASS	15 kg	R	R
3.	STRAW	12 kg	R	R
Total			R	R

* Transport, Labour to off load and pack into the store on delivery, and all other costs involved.

16 ANNEXURE B: REFERENCE LETTERS

REFERENCE LETTER FORMAT

Bidder's Letterhead

Referee Letterhead	Referee Legal Name	
REFERENCE ON COMPANY:		
Briefly describe the service/work the above bidder provided to you:		
Contract amount:		
Contract duration:		
<i>Criteria (Quality of service)</i>	<i>Meets requirements</i>	<i>Exceeds requirements (Please provide details)</i>
Professionalism		
Customer centricity		
Adherence to delivery times		
Adherence to delivery of agreed quantities		
Adherence to required delivery standards e.g. transport		
Hygiene standards and procedures		
Quality of produce		
Ability to supply in case of shortage/emergency		

	Overall Impression		
	Would you use the service provider again? If, No please provide reasons:		YES/NO
	Completed by:		
	Signature:		
	Company Name:		
	Contact Telephone Number:		
	Date:		
	Company Stamp:		