

REQUEST FOR TENDER

Appointment of three (3) service providers to supply and deliver Fresh fruits & Vegetables as and when required for the South African National Biodiversity Institute (SANBI) to the National Zoological Garden (NZG) for a period ending 31 March 2023

Tender No: SANBI: NZG351A/2019

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1. BACKGROUND

The South African National Biodiversity Institute (SANBI) would like to appoint three (3) service providers to supply and deliver fresh fruits & vegetables as outlined in the specification for the National Zoological Garden (NZG).

The NZG operates 2 restaurants and 3 banqueting halls, and renders both a conferencing and banqueting service. In addition to this, the NZG also operates an animal kitchen that prepares and distributes food for consumption by its animal collection. It is the responsibility of the NZG to maintain the welfare needs of the diverse captive animal collection under its care, and also preparing good quality for day visitors and its customers.

The NZG therefore has to purchase fresh fruits & vegetables for the Pretoria campus to address the need for both the animals and visitors. Three (3) service providers will be appointed and used on rotational basis as and when required and subject to availability to supply fresh fruits & vegetables.

2. INVITATION TO TENDER

Bidders are hereby invited to submit bids for the appointment of three (3) service providers to supply and deliver fresh fruits & vegetables as and when required to SANBI NZG over a period ending 31 March 2023. SANBI intends to enter into a negotiation process with the four successful service providers in order to negotiate the rates and prices offered. The successful service providers will be used on a rotational basis but the contract will be managed to ensure equal distribution of spend across the four service providers.

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

Manager: Supply Chain Management
Pretoria Botanical Garden,
2 Cussonia Avenue,
Brummeria,
Pretoria

3. TENDER SPECIFICATION

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

Table 1. Annual estimated quantities of fresh fruits

NO	DESCRIPTION	UNIT OF MEASURE	PREFERRED UNIT PACKAGING	ESTIMATED ANNUAL CONSUMPTION YEAR 1	ESTIMATED ANNUAL CONSUMPTION YEAR 2	ESTIMATED ANNUAL CONSUMPTION YEAR 3
FRESH FRUITS						
1.	APPLES (GOLDEN) BIG BOX	Each	18kg	720	720	720
2.	PEARS (GREEN) BOX	Each	9kg	624	624	624
3.	BANANAS BOX	Each	BOX	260	260	260
4.	KIWI FRUIT BOX	Each	10kg	192	192	192
5.	NAARTJIES BOX	Each	TRAY	312	312	312
6.	PAWPAW BOX	Each	6kg	156	156	156
7.	GUAVAS BOX	Each	TRAY	312	312	312
8.	WATERMELON	Each	EACH	156	156	156
9.	GRAPES (BLACK)BOX	Each	4.5kg	104	104	104
10.	GRAPES (GREEN) BOX	Each	4.5kg	104	104	104
11.	MANGOES BOX	Each	TRAY	312	312	312
12.	ORANGES BAG	Each	7kg	312	312	312
13.	PINEAPPLES BOX	Each	BOX	156	156	156
14.	PEACHES	Each	TRAY	520	520	520
15.	NECTARINE	Each	TRAY	520	520	520
16.	SPANSPEK	Each	5-6EACH	104	104	104

17.	SWEETMELON	Each	5-6EACH	104	104	104
18.	RASPBERRIES	Each	5kg	52	52	52
19.	BLACKBERRIES	Each	5kg	52	52	52
20.	CRANBERRIES	Each	5kg	52	52	52
21.	STRAWBERRIES	Each	5kg	104	104	104
22.	APRICOTS	Each	TRAY	312	312	312
23.	GRAPEFRUIT	Each	BOX	104	104	104
24.	PLUMS	Each	TRAY	312	312	312
25.	LEMONS	Each	10Kg Box	30	30	30

Table 2. Annual estimated quantities of fresh vegetables

<u>NO</u>	DESCRIPTION	UNIT OF MEAS URE	PREFERRED UNIT PACKAGING	ESTIMATED ANNUAL CONSUMPTION YEAR 1	ESTIMATED ANNUAL CONSUMPTION YEAR 2	ESTIMATED ANNUAL CONSUMPTION YEAR 3
FRESH VEGETABLES						
26.	Beetroot bag	Each	10kg	528	528	528
27.	Carrots bag	Each	10kg	2064	2064	2064
28.	Butternuts bag	Each	10kg	1296	1296	1296
29.	Cucumber box	Each	MEDIUM	624	624	624
30.	Green beans box	Each	BOX	960	960	960
31.	Sweetcorn box (8pkt)	Each	BOX	672	672	672
32.	Potatoes bag medium	Each	10kg	192	192	192
33.	Sweet potato bag	Each	20kg	1296	1296	1296
34.	Cauliflower box	Each	10 LOOSE	48	48	48
35.	Green pepper box	Each	BOX	528	528	528
36.	Cabbage bag	Each	BAG	144	144	144
37.	Gem squash bag	Each	10kg	816	816	816
38.	Onions bag	Each	10kg	96	96	96

39.	Pumpkin (white) bag	Each	BIG BAG	480	480	480
40.	Tomatoes box	Each	BOX	624	624	624
41.	Spinach box	Each	10 BUNCHES	2064	2064	2064
42.	Celery box	Each	10 BUNCHES	624	624	624
43.	Carrots bunch	Each	10 BUNCHES	480	480	480
44.	Beetroot bunch	Each	BOX	480	480	480
45.	Broccoli box	Each	BOX	48	48	48
46.	Eggplant (brinjal)	Each	BOX	48	48	48
47.	Avocado tray	Each	Tray	36	36	36
48.	Lettuce box	Each	BOX	720	720	720
49.	Mint bunch box	Each	BOX	15	15	15
50.	Mushroom box	Each	BOX	72	72	72
51.	Parsley bundle	Each	Bundle	15	15	15
52.	Peppers red box	Each	BOX	200	200	200
53.	Peppers yellow box	Each	BOX	200	200	200
54.	Tomatoes Cocktail box	Each	BOX	120	120	120
55.	Baby Marrow box	Each	BOX	72	72	72
PRE-CUT VEGETABLES						
56.	Pumpkin – diced, NOT pilled, per KG	Each	10 kg	10400	10400	10400
57.	Sweet potato – diced, NOT pilled, per KG	Each	10 kg	1040	1040	1040
58.	Pumpkin – diced, diced, pilled, per KG	Each	10 kg	9600	9600	9600
59.	Sweet potato – diced, pilled, per KG	Each	10 kg	2160	2160	2160
60.	Beans - cut, per KG	Each	10 kg	720	720	720
61.	Butternut – diced, per KG	Each	10 kg	1200	1200	1200
62.	Carrots - grated, per KG	Each	10 kg	600	600	600
63.	Garlic - crushed, per KG	Each	1 kg	60	60	60
64.	Potatoes - wedges, per KG	Each	10 kg	960	960	960
65.	Spinach - shredded, per KG	Each	10 kg	900	900	900
66.	Stir-fry, per KG	Each	10 kg	360	360	360

4. CONTRACT REQUIREMENTS

- 4.1. All orders will be placed as and when required throughout the contract period.
- 4.2. Only fruits and vegetables that are fit for human consumption will be accepted.
- 4.3. Where feasible, fruits and vegetables that are in season will be ordered.
- 4.4. Following dimensions for diced pumpkin and sweet potato must be adhered to: Minimum 1 cm x 1.5 cm, Maximum 2 cm x 1.5 cm.
- 4.5. Fruits and vegetables must be transported and delivered to the SANBI NZG premises, protected from direct sunlight, bird droppings, dust and direct exhaust fumes, covering may be by means of a tarpaulin without tears or holes secured over the load or in enclosed transportation. This is to ensure the quality of the vegetables do not deteriorate during transportation.
- 4.6. Goods not delivered in an appropriate delivery vehicle will not be accepted.
- 4.7. Orders are normally placed on a weekly basis and should be delivered within 72 hours of an official order being received. The supplier must notify the NZG immediately if delivery will not happen within 72 hours. Failure to deliver at the specified time will lead to NZG appointing the next available supplier.
- 4.8. Delivery of goods will be inspected by the NZG staff for freshness and quality. An inspection form will be completed by the NZG and supplier representative confirming the quality and quantity of the goods delivered.
- 4.9. The service provider is responsible for the labour arrangements at the time of delivery to offload and pack the goods in the NZG designated stores.
- 4.10. The team offloading the items must always be clean and neat for hygiene purposes.
- 4.11. The instructions appearing on the official purchase order must be strictly adhered to and under no circumstances should the service provider deviate from such.
- 4.12. SANBI NZG will be under NO obligation to accept any quantity in excess of the ordered quantity.
- 4.13. All deliveries or dispatches must be accompanied by a delivery note stating the official 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.
- 4.14. Deliveries not complying with the purchase order will be returned to the service provider at the service providers' expense. The returned order must be corrected within 24 hours from date of rejection.
- 4.15. Estimated quantities reflected in **Table 1. Annual estimated quantities of fresh fruits & vegetables**, is a possible consumption estimate. Orders will be placed on the basis of

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

5. 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.

Above tenders can be submitted in the tender box located in the reception area of the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria. Monday to Friday during office hours (08:00 – 16:00).

Tenders may be submitted in person or by courier

Tender Number: **SANBI: NZG351A/2019**

NB: All documents must be clearly labelled.

Closing date for submissions is: 15 December 2020 at 11:00

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

6. RETURNABLE DOCUMENTS

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

7.1. Mandatory documents

- A copy of the company Central Supplier Database (CSD) registration report. The bidder must ensure that the tax status is compliant throughout the tender process.
- Duly signed and fully completed standard bidding document (SBD) forms.
- A signed briefing session certificate of attendance of the formal briefing.
- Fee/cost structure Annexure A. This information must only be included in the pack marked “ORIGINAL”. See Section 6)
- 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.
- 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.
- Certified copy of public liability insurance cover to the value of R500 000 cover or proof of application.
- **Pre-qualification criteria for preferential procurement:**
 - A tenderer having a stipulated minimum B-BBEE status level 1 contribution (A certified copy or original valid Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or sworn affidavit).
 - An Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE).

7.2. Other essential documents

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

- Company information and profile: Clear indication of the management and supervision structures, particularly where relevant to the scope of work in this Request for Tender.
- Main team members and their CV's.
- List of drivers including copies of driver's licenses.
- A comprehensive list of previous supply and delivery contracts over the past 5 years indicating value and nature of goods supplied and delivered.
- At least 3 reference letters from previous clients where fish has been supplied and delivered with a minimum contract amount of R 500 000 within the last year. These letters will be used for evaluation purposes in Table 2 section A.
- Original or a certified copy of a valid Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or sworn affidavit. (Failure to submit this will result in the tenderer not being awarded points for B-BBEE).

7. FUNCTIONAL EVALUATION

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

- 8.1. The first stage will evaluate past experience and functionality according to the criteria listed in Table 2 below.
- 8.2. Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for price consideration.
- 8.3. Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.
- 8.4. The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for past experience and functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement

Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

Table 2. Functionality - Evaluation criteria

Heading	Description	Weight
A. Previous experience of company, scale of current and past projects undertaken.	The 3 contactable reference letters must indicate the contract value and the quality of service as per the attached reference letter template (Annexure C). If the reference letter is in a different format, the letter shall reflect the major aspects contained in the template provided and attached herein. Maximum points will be awarded where the individual contract value exceeds R500 000 within the last 1 year period and the letter is positive and the goods/service supplied was fresh produce, including but not limited to fruit & vegetables.	30
	Additional supply and delivery experience in the past 5 years.	05
B. Company profile and team capability	The bidder to provide a company profile including overview of services offered and any industry affiliation, management structure, supervision and qualifications and experience of the core staff who will be involved in the project.	15
	Access to or ownership of a panel van/ truck(s) that comply with the specifications in Section 4: Contract requirements	20
C. Contingency plan with regard to the project	Evidence on how the bidder will deal with industrial strikes, sick leave and normal absence of core staff when providing the service.	15
	Evidence on how the bidder will deal with consistent supply of various fruits and vegetables and how shortages will be avoided.	15
Total points		100

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

SANBI reserves the right:

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

8. CONFIDENTIALITY

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

9. 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.

10. TENDER DOCUMENTATION AVAILABILITY

The tender documents are available from the SANBI website – www.sanbi.org

11. GENERAL TERMS

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

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

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

“Tender number: SANBI:NZG351A/2019 Appointment of Three (3) service providers to supply and deliver fresh fruits & vegetables as and when required for the South African National Biodiversity Institute (SANBI) to the National Zoological Garden (NZG) for a period ending ” must be included on the subject line.

Deadline for enquiries is 04 December 2020 at 11:00. No feedback will be provided after the deadline.

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

12. CONTRACT & CONTRACT PERIOD

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

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

The performance of the successful bidder will be monitored through compliance meetings which will take place after each delivery of fresh fruits & vegetables.

ANNEXURE A - FEE/COST STRUCTURE FOR FRESH FRUITS

<u>NO</u>	DESCRIPTION	UNIT OF MEASURE	PREFERRED UNIT PACKAGING	EST. ANNUAL QTY	UNIT PRICE PER UNIT (ZAR) YEAR 1	UNIT PRICE PER UNIT (ZAR) YEAR 2	UNIT PRICE PER UNIT (ZAR) YEAR 3
FRESH FRUITS							
1.	APPLES(GOLDEN) BIG BOX	Each	18kg	720			
2.	PEARS(GREEN) BOX	Each	9kg	624			
3.	BANANAS BOX	Each	BOX	260			
4.	KIWI FRUIT BOX	Each	10kg	192			
5.	NAARTJIES BOX	Each	TRAY	312			
6.	PAWPAW BOX	Each	6kg	156			
7.	GUAVAS BOX	Each	TRAY	312			
8.	WATERMELON	Each	EACH	156			
9.	GRAPES(BLACK)BOX	Each	4.5kg	104			
10	GRAPES(GREEN) BOX	Each	4.5kg	104			
11	MANGOES BOX	Each	TRAY	312			
12	ORANGES BAG	Each	7kg	312			
13	PINEAPPLES BOX	Each	BOX	156			
14	PEACHES	Each	TRAY	520			
15	NECTARINE	Each	TRAY	520			
16	SPANSPEK/	Each	5-6EACH	104			
17	SWEETMELON	Each	5-6EACH	104			
18	RASPBERRIES	Each	5kg	52			
19	BLACKBERRIES	Each	5kg	52			
20	CRANBERRIES	Each	5kg	52			

21.	STRAWBERRIES	Each	5kg	104			
22.	APRICOTS	Each	TRAY	312			
23.	GRAPEFRUIT	Each	BOX	104			
24.	PLUMS	Each	TRAY	312			
25.	LEMONS	Each	10Kg Box	30			
Subtotal - fruits							R

ANNEXURE B – FEE/COST STRUCTURE FOR VEGETABLES

NO	DESCRIPTION	UNIT OF MEASURE	PREFERRED UNIT PACKAGING	EST. ANNUAL QTY	UNIT PRICE PER UNIT (ZAR) YEAR 1	UNIT PRICE PER UNIT (ZAR) YEAR 2	UNIT PRICE PER UNIT (ZAR) YEAR 3
FRESH VEGETABLES							
1.	Beetroot bag	Each	10kg	528			
2.	Carrots bag	Each	10kg	2064			
3.	Butternuts bag	Each	10kg	1296			
4.	Cucumber box	Each	MEDIUM	624			
5.	Green beans box	Each	BOX	960			
6.	Sweetcorn box (8pkt)	Each	BOX	672			
7.	Potatoes bag medium	Each	10kg	192			
8.	Sweet potato bag	Each	20kg	1296			
9.	Cauliflower box	Each	10 LOOSE	48			
10.	Green pepper box	Each	BOX	528			
11.	Cabbage bag	Each	BAG	144			
12.	Gem squash bag	Each	10kg	816			
13.	Onions bag	Each	10kg	96			
14.	Pumpkin (white) bag	Each	BIG BAG	480			
15.	Tomatoes box	Each	BOX	624			
16.	Spinach box	Each	10 BUNCHES	2064			
17.	Celery box	Each	10 BUNCHES	624			
18.	Carrots bunch	Each	10 BUNCHES	480			
19.	Beetroot bunch	Each	BOX	480			
20.	Broccoli box	Each	BOX	48			
21.	Eggplant (brinjal)	Each	BOX	48			
22.	Avocado tray	Each	Tray	36			
23.	Lettuce box	Each	BOX	720			
24.	Mint bunch box	Each	BOX	15			

25.	Mushroom box	Each	BOX	72			
26.	Parsley bundle	Each	Bundle	15			
27.	Peppers red box	Each	BOX	200			
28.	Peppers yellow box	Each	BOX	200			
29.	Tomatoes Cocktail box	Each	BOX	120			
PRE-CUT VEGETABLES							
30.	Pumpkin – diced, NOT pilled, per KG	Each	10 kg	10400			
31.	Sweet potato – diced, NOT pilled, per KG	Each	10 kg	1040			
32.	Pumpkin – diced, diced, pilled, per KG	Each	10 kg	9600			
33.	Sweet potato – diced, pilled, per KG	Each	10 kg	2160			
34.	Beans – cut, per KG	Each	10 kg	720			
35.	Butternut – diced, per KG	Each	10 kg	1200			
36.	Carrots – grated, per KG	Each	10 kg	600			
37.	Garlic – crushed, per KG	Each	1 kg	60			
38.	Potatoes – wedges, per KG	Each	10 kg	960			
39.	Spinach – shredded, per KG	Each	10 kg	900			
40.	Stir-fry, per KG	Each	10 kg	360			
subtotal - vegetables							
Total proposed contract amount (all subtotals on annexure A and B combined)				R			
costs must be inclusive of transport/ labour and VAT if applicable.							

ANNEXURE C – 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 (including start & end date):

<i>Criteria (Quality of service)</i>	<i>Meets requirements</i>	<i>Exceeds requirements (Please provided details)</i>
Professionalism		
Customer centricity		
Adherence to delivery times		
Adherence to delivery of agreed quantities		
Adherence to required delivery standards e.g. refrigeration		
Hygiene standards and procedures		
Quality of products supplied		
Ability to supply in case of		

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