

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

BID NUMBER:	Q8200/2022	CLOSING DATE:	25 July 2022	CLOSING TIME:	11:00
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DESCRIPTION	SANBI REQUIRES SERVICE PROVIDER TO RENDER FIRE EXTINGUISHER SERVICES TO THE EASTERN NATIONAL BOTANICAL GARDEN NAMELY, KWA-ZULU NATAL, KZN HERBARIUM AND FREE STATE NATIONAL BOTANICAL GARDEN.
	PLEASE NOTE: IT IS ESTIMATED THAT TENDERERS SHOULD HAVE A CIDB CONTRACTOR GRADING OF LEVEL 1 SF OR HIGHER.

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Masowa at m.masowa@sanbi.org.za.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Mapula Masowa
TELEPHONE NUMBER	012 843 5163
FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	m.masowa@sanbi.org.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Shaun Nkumane
TELEPHONE NUMBER	012 843 5247
FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	s.nkumane@sanbi.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ 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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM 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 R500 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has

suffered as a result of having to make less favourable arrangements due to such cancellation;

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

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDER(S) DATE: ADDRESS
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**Terms of Reference (ToR)
 Fire Extinguishers**

1. BACKGROUND

SANBI requires a qualified service provider to render fire protection equipment service for a period of thirty-six (36) months at SANBI's Eastern Regions.

2. SERVICES REQUIRED

2.1 The service provider is required (not limited to):

- Service of fire protection equipment (Fire equipment, fire hoses, reels, hydrants etc.)
- Pressure testing of fire extinguisher
- Renewal of fire equipment signs
- Replacement of damaged or redundant fire protection equipment
- Addition of relevant fire equipment (fire blankets etc.) as and when required

2.2 SANBI Gardens that require services:

- KwaZulu-Natal National Botanical Garden
- KZN Herbarium
- Free State National Botanical Garden

3. COMPULSORY BRIEFING SESSION

No briefing session

4. EVALUATION CRITERIA

Evaluation process

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

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

EVALUATION CRITERIA		POINTS								
Company information and profile:		20								
a) Brief overview of the company with an indication of its expertise to the scope of work.										
<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than nine (9) years relevant experience</td><td>20</td></tr><tr><td>Six 6-Nine (9) years relevant experience</td><td>16</td></tr><tr><td>Five (5)- six (6) years' relevant experience</td><td>12</td></tr></table>		Sub-criteria	Points	More than nine (9) years relevant experience	20	Six 6-Nine (9) years relevant experience	16	Five (5)- six (6) years' relevant experience	12	
Sub-criteria	Points									
More than nine (9) years relevant experience	20									
Six 6-Nine (9) years relevant experience	16									
Five (5)- six (6) years' relevant experience	12									

	<table><tr><td>Four (4) – five (5) years relevant experience</td><td>8</td></tr><tr><td>Three (3) – four (4) years’ relevant experience</td><td>4</td></tr><tr><td>O-2 yeas relevant experience</td><td>0</td></tr></table>	Four (4) – five (5) years relevant experience	8	Three (3) – four (4) years’ relevant experience	4	O-2 yeas relevant experience	0									
Four (4) – five (5) years relevant experience	8															
Three (3) – four (4) years’ relevant experience	4															
O-2 yeas relevant experience	0															
Previous experience in fire protection equipment:		20														
a) Provide names and contact details of the 3 traceable references for previous clients. (This should reflect name of client/project and rand value of the project).																
	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than five (5) relevant reference letters with requested supporting documents</td><td>20</td></tr><tr><td>Between four (4) and five (5) relevant reference letters with requested supporting documents</td><td>16</td></tr><tr><td>Between three (3) and five (4) relevant reference letters with requested supporting documents</td><td>12</td></tr><tr><td>Between (2) and three (3) relevant reference letters with requested supporting documents</td><td>8</td></tr><tr><td>Between (1) and three (2) relevant reference letters with requested supporting documents</td><td>4</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Sub-criteria	Points	More than five (5) relevant reference letters with requested supporting documents	20	Between four (4) and five (5) relevant reference letters with requested supporting documents	16	Between three (3) and five (4) relevant reference letters with requested supporting documents	12	Between (2) and three (3) relevant reference letters with requested supporting documents	8	Between (1) and three (2) relevant reference letters with requested supporting documents	4	No submission	0	
Sub-criteria	Points															
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Between (2) and three (3) relevant reference letters with requested supporting documents	8															
Between (1) and three (2) relevant reference letters with requested supporting documents	4															
No submission	0															
b)																
Qualifications and experience of personnel:		30														
a) Level of expertise and qualifications of personnel that will be directly engaged in execution of the project. (Curriculum Vitae and qualifications)																
	<table><tr><th>Sub-criteria</th><th>Points</th></tr><tr><td>More than six (6) years’ experience</td><td>30</td></tr><tr><td>Between four (4) and six (6) years’ experience</td><td>24</td></tr><tr><td>Between three (3) and four (4) years’ experience</td><td>18</td></tr><tr><td>Between than one (1) and three (3) years’ experience</td><td>12</td></tr><tr><td>Below one (1) year experience</td><td>6</td></tr><tr><td>No submission</td><td>0</td></tr></table>	Sub-criteria	Points	More than six (6) years’ experience	30	Between four (4) and six (6) years’ experience	24	Between three (3) and four (4) years’ experience	18	Between than one (1) and three (3) years’ experience	12	Below one (1) year experience	6	No submission	0	
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Between than one (1) and three (3) years’ experience	12															
Below one (1) year experience	6															
No submission	0															
Capability of the Company:		30														
a) Existing resources for carrying out the services as required (10)																
b) Approach and methodology (10)																
c) Waste management Plan (10)																
TOTAL		100														

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded as per Points allocated to a bidder on the B-BBEE status level certificate

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

5. OPERATING HOURS

The service provider will be required to provide services during working hours, 08:00 – 16:00.

6. LABOUR

The service provider will be liable for its staff on site. The service provider is to supervise and give instructions to staff on site. The service provider will be responsible for all his/her staff's physical safety.

Technicians must be customer-service focused, courteous, value and treat all employees of the client and the client's patrons with due respect. Technicians must always maintain the spirit of confidentiality of SANBI information.

6.1 SUPERVISION OF WORK

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

7. SAFETY REQUIREMENTS

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

8. WASTE MANAGEMENT PLAN

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential service providers are requested to submit a Waste Management Plan as part of their proposal.

9. FIRE PROTECTION EQUIPMENT

Prospective service providers are to take note of implications of contravening the fire protection regulations and standards.

10. REPORTING AND DELIVERABLES

- The service provider will submit report for the duration of the project.

11. PRICING SCHEDULE

a. Rates as and when fire equipment services are required:

DESCRIPTION	Year one (1)	Year two (2)	Year three (3)
Annual servicing of Fire extinguishers			
Annual servicing of Hydrants			
Annual servicing of Fire Hose Reels			
Pressure Testing			
Renewal of fire signs			
Firefighting equipment (e.g., fire blankets, fire beaters etc.)			
Replacement of damaged or redundant fire equipment			
Total Excl. VAT			
15% VAT			
Total Incl. VAT			

12 MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

All proposals should be accompanied by the following documents

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of an official quotation on the company letter head
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
- Proof of registration with National Treasury Central Supplier Database (CSD).
- Proof of CIPC registration.
- Letter of Good Standing (COIDA) – A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour).
- Proof of Public Liability Insurance.
- Proof of CIDB grading 1SF or higher

13 PHASE 2: TECHNICAL EVALUATION COMPLIANCE RESPONSIVENESS CRITERIA

MANDATORY REQUIREMENTS

A vendor will be disqualified if they do not fully comply with all mandatory requirements. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the bidder shall be disqualified,

- **Certified copy of SABS registration in terms of SABS**
- **Valid certified copy of registration certificate of South African Qualification and Committee for Fire Industry (SAQCC)**
- **Valid certified copy of SANAS approval for CO2 pressure test**
- **CIBD grading level 1 SF or Higher**
- Three reference letters of similar service
- Qualified technician in servicing firefighting equipment with a minimum 3 years' experience, attach comprehensive CV of the service technician and copy of SAQCC certificate.

14. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by-laws of the site, which will be covered during the induction.

The SANBI reserves the right:

- To verify any information supplied in quotation documents.
- Not to appoint any Service Provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation 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?
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during this quotation process.

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

14. TIMELINES

Upon appointment the recommended supplier is expected to do annual maintenance services of all the Fire Fighting Equipment's as stipulated on the RFQ document, failure to do so, SANBI reserve the right to cancel the Purchase Order.

15. SUBMISSION

For queries, please contact Mr Shaun Nkumane at 012 843 5000 or at the following e-mail address: s.nkumane@sanbi.org.za.

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Mapula Masowa at m.masowa@sanbi.org.za. Emailed applications must not be more than 5MB in size.

FREE STATE SPECIFICATION: FIRE EQUIPMENT SERVICES

No.	Description of fire extinguisher	Quantity
1	9kg STP fire extinguisher	20
2	5kg Co2 fire extinguisher	3
3	2kg Co2 fire extinguisher	3
4	4.5kg STP fire extinguisher	10
5	1kg STP fire extinguisher	2
6	2.5kg STP extinguisher	9

Description: Fire hoses and hose reels		Quantity
7	30m hose reel	5

1 March 2022

**SPECIFICATIONS FOR SERVICE OF FIRE EQUIPMENT
AT THE KWAZULU-NATAL HERBARIUM, DURBAN**

Scope of work

1. Service following fire extinguishers and refill
 - 7 x Dry chemical powder, 7.7 kg to 13.8 kg
 - 2 x Dry chemical powder, 1 kg (vehicle extinguishers)
 - 4 x Flammable liquid, 5 kg & 5.5 kg
2. Service 3 x Fire hoses
3. Renew fire equipment signs that are deteriorating

It is compulsory for the Service Provider to visit the site.
Please contact Yashica Singh on 083 2306827 for site visits.

KZN NBG-SPECIFICATION: FIRE EQUIPMENT SERVICES

Description of the works

The South African National Biodiversity Institute (SANBI) requires the services of a suitably qualified and experienced service provider at the KwaZulu Natal National Botanical Garden for the servicing, maintenance, supply and repairs of all fire equipments within the campus for the period of three (3) years.

The scope of works includes but are not necessarily limited to the following:

- Annual maintenance and servicing of fire equipment
- Supply and installation of fire equipment
- Repairs of all fire equipment when needed.

No.	Description of fire extinguisher	Quantity
1	Charge 4.5 kg Full mass 6.9 kg	4
2	Charge 9 kg Full mass 12.45 kg	6
3	Charge 4.5 kg Full mass 6.9 kg	6
4	Charge 4.5 kg Full mass 8.2 kg	3
5	Charge 4.5 kg Full mass 8.9 kg	2
6	Charge 2.5 kg Full mass 4.5 kg	1
7	Full mass 8.6 kg	1
8	Full mass 9.1 kg	1
9	Full mass 7.8 kg	1
10	Full mass 3.2 kg	1
TOTAL		26

Description: Fire hoses and hose reels	Quantity
30m hoses, reels and spares (valves, clamps and others) meets SABS standards	8

Initial and once off repairs

Item	Quantity
Hose reels	X3

NB: An estimate amount for necessary repairs for the period of 5 years should be included in the quotation. However, a quotation will be submitted and approved by SANBI prior to the repairs.

Other requirements

- Qualification of the personnel to be allocated this responsibility shall be in possession of relevant professional certifications.
- The service provider must have at least 3 years proven track record and experience in the field.
- Inspection, maintenance, repair and replacement of all fire related equipment including but not limited to installations of fire extinguishers and services, maintenance of fire hose reels, warning signs, evacuation plans and ect.

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the South African National Biodiversity Institute (SANBI) to consider the bidder's response to the RFQ / RFP to become a service provider of the SANBI, it will be necessary for the SANBI to process certain personal information which the service provider may share with SANBI for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The SANBI will process the Service Provider's Personal Information in accordance with the SANBI Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by SANBI for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the SANBI. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that SANBI's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the SANBI's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives SANBI permission to do so. The service provider understands that it is free to withdraw its consent on written notice to SANBI and the service provider agrees that the Personal Information may be disclosed by the SANBI to third parties, including SANBI's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised.