

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q8237/2022	CLOSING DATE:	28 July 2022	CLOSING TIME:	11:00
APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY 3 SKIP BINS AND RENDER WASTE MANAGEMENT FOR THE PERIOD OF THREE (3) YEARS AT SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to S.SCM-Quotations@sanbi.org.za and copy k.hlatshwayo@sanbi.org.za and copy Ms. Khanyisile Hlatshwayo @ M.Dladla@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khanyisile Hlatshwayo		CONTACT PERSON	Morwesi Dladla	
TELEPHONE NUMBER	012 843 5336		TELEPHONE NUMBER	(012) 843-5000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	K.Hlatshwayo@sanbi.org.za		E-MAIL ADDRESS	M.Dladla@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]
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:

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

2.2.1 If so, furnish particulars:

.....

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.

- 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 institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid

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.

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 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:

B-BBEE Status level certificate issued by an authorized body or person.

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice.

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

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 BIDDERS(S)

DATE:

ADDRESS

.....

**TERMS OF REFERENCE
QUOTATION NO: Q8237/2022**

APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY SKIP BINS AND RENDER WASTE MANAGEMENT FOR THE PERIOD OF THREE (3) YEARS AT THE PRETORIA NATIONAL BOTANICAL GARDEN.

1.BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a service provider to supply skip bins and render waste management at the Pretoria National Botanical Garden for a period of three (3) years.

The Garden, located in the suburb of Brummeria in east Tshwane, was established in 1946 after the University of Pretoria's experimental farm and private properties were acquired by the Department of Agriculture. The garden was formerly a research facility under the management of the Botanical Research Institute, which dates to 1903. The Pretoria National Botanical Garden opened to the public in 1984.

The Governance, Risk, Compliance and Ethics (GRC&E) Directorate is responsible for the waste management services. It is against this background that the Directorate is tasked with the responsibility to appoint a reputable Waste Management Service Provider to take the overall responsibility of waste management services at Pretoria National Botanical Garden (PNBG) buildings and Garden.

Waste from the garden, open areas and the offices is removed by the cleaning service provider from the waste containers. This waste is then sent to an on-site interim storage area for waste sorting, from where it is then removed by the waste management contractor.

2.OVERVIEW

The Service Providers are required to manage the Waste Management Service - collection, transportation, and safe disposal of all waste streams with a focus on the leading waste management practice. The successful Service Provider must display green business practices and technology that conserves resources and decreases the negative environmental impact of their operations.

The successful Service Provider will perform all tasks in strict compliance to the South Africa Constitution, Act 108 of 1996, National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and other applicable legislation pertaining to Waste Management Services as well as all relevant amendments thereafter.

3.SPECIFICATION

South African Biodiversity Institute (SANBI) seek to appoint a service provider to supply skip bins and render waste management at the Pretoria National Botanical Garden. The service is required for the period of three (3) years.

4.SCOPE OF WORK

The service provider is required to:

- Supply three (3) skip bins
- The contracted service provider must empty / lift only the fully laden skips as per contractual agreement
- The Service Provider must only use a skip compactor vehicle- Rear End Loader (REL) to unload the skips and remove the waste from the site. The skips must be unloaded, and repositioned in the load bays, and remain on site
- The tip site must be left in a clean and tidy condition once the skips are cleared.
- For hygiene reasons the driver must ensure that no debris is left lying around once collection is completed.

- All delivery notes must be signed off
 - The service provider must ensure that the waste is disposed at the Licence landfill site.
 - Safe disposal of all waste streams, and waste minimization through recycling etc.
-
- The service provider must develop a Waste Information System to track the trend of the various streams of waste disposed and targets achieved for reduction of waste to landfill.
 - Ensure that there is no waste spillage. If a spillage does occur all the necessary precautions must be taken with mopping up operations as per the legislation.

5.OPERATING HOURS

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

6.BIDDING MANDATORY REQUIREMENTS

Potential Service Providers must submit the following documentation:

- SBD Form 1 and 4
- The equity status of the interested party per the attached form SBD 6.1.
- A valid B-BBEE Status Level Certificate / affidavit. (Please note that failure to submit a valid original or certified B-BBEE certificate / affidavit mentioned above will result in the tender not being scored on equity.
- A copy of the Central Suppliers Database (CSD) registration report.
- 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.
- Proof of Public Liability Insurance.
- The service provider must have a valid and certified Waste Accreditation to collect and transport general waste, recyclable waste and hazardous waste issued by the Municipality.
- A valid and certified Waste Accreditation Permit is required.
- The service provider to use a licensed landfill site/ waste handling facility for disposal / treatment of waste generated at SANBI premises. The service provider to further provide proof of account/ relationship with the proposed landfill/ waste handling facility that will be used for the disposal/ treatment of waste generated at SANBI.

7.EVALUATION CRITERIA

This bid will be evaluated in two stages: The first stage will evaluate functionality according to the criteria listed in the table below.

Scoring quality

The functionality (quality) evaluation criteria are listed below. Maximum points for each criterion are in bold while points for each sub-criterion are indicated in brackets.

Item no.	Criteria	Sub-criteria	Weighting
Company experience: Removal, Transportation, and disposal of waste (30)			
1.	Supply a list of similar projects undertaken over the last five (5) years by the service provider. Provide a brief description of the scope and scale of the work undertaken for each, the dates of the contract and the value of each contract.	More than ten (10) years relevant experience. (10)	30
		Between eight (8) and ten (10) years relevant experience (8)	
		Between three (6) and six (8) years relevant experience. (6)	
		Between three (3) and six (6) years relevant experience (4)	
		Between one (1) and three (3) years of relevant experience (2)	
		No submission of evidence for less than one (1) year of experience. (0)	
Supply reference letters (20)			
2.	Provide reference letters from clients relating to waste management projects undertaken in the past five (5) years. The letters must include the following information such as company name, contact person, telephone number, services provided, the total value of the contract and contract duration with dates, the performance of the service provider per service provided.	More than ten (10) years relevant experience (7)	20
		More than six (6) up to ten (10) years relevant experience (6)	
		More than three (3) up to six (6) years relevant experience (3)	
		More than two (2) up to three (3) years relevant experience (3)	
		Between one (1) and two (2) years relevant experience (1)	
		No submission of evidence for less than one (1) year experience. (0)	
Company Profile with Mitigation strategy and Methodology (20)			
3.	The service provider submit a company profile that includes but not limited to the following: Overview of the company; A clear description of the services rendered; A risk mitigation strategy to ensure continued service delivery and the Methodology.	A company profile indicating the overview of the company, clear description of services rendered with in-depth knowledge on waste management, that covers risk mitigation strategy and methodology with clear milestones	20
		A company profile indicating the overview of the company, clear description of services rendered with in-depth knowledge on waste management, without risk mitigation strategy but with methodology with clear milestones. (8)	
		A company profile without the overview of company, clear	

		description of services rendered with in-depth knowledge on waste management, that covers risk mitigation strategy and methodology with clear milestones. (6)	
		A company profile indicating the company overview, clear description of services rendered with in-depth knowledge on waste management, that does not cover risk mitigation strategy but covers methodology (4)	
		A company profile indicating the company overview, clear description of services rendered with in-depth knowledge on waste management, not covers risk mitigation strategy and methodology with clear milestones. (2)	
		Submission of Company profile that does not cover any of the elements above (0)	
Provision of Waste Accreditation Permit (30)			
4.	Supply a valid and certified Waste Accreditation to collect and transport general waste, recyclable waste and hazardous waste issued by the relevant Authority.	Provision of valid and certified Waste Accreditation Permit. (10)	30
		Provision of non-valid and certified Waste Accreditation Permit. (8)	
		Provision of non-certified Waste Accreditation Permit. (6)	
		Provision of non-valid Waste Accreditation Permit . (4)	
		Provision of non-valid and not certified Waste Accreditation Permit. (2)	
		No submission of valid and certified Waste Accreditation Permit. (0)	
Total			100

Service Providers 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.

The second stage will evaluate the price and preference points (BBBEE) of those bids that meet the minimum threshold for 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

8.CONTRACTUAL REQUIREMENTS

A contractual agreement will be drafted by SANBI and must be signed by both parties prior to commencing the work. SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly until the completion of the project. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

Functionality

9.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.

10.PROPOSAL SUBMISSIONS

For Technical queries please contact Ms M Dladla at 012 843 5000 or at the following e-mail address: M.Dladla@sanbi.org.za.

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to Ms. Khanyisile Hlatshwayo at k.hlatshwayo@sanbi.org.za Emailed applications must not be more than 5MB in size.

CLOSING DATE FOR SUBMISSIONS: 28 JULY 2022 AT 11:00