

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q8346/2022	CLOSING DATE:	1 SEPTEMBER 2022	CLOSING TIME:	11:00
THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF THE IP CLOSED CIRCUIT TELEVISION (CCTV) CAMERAS AT FREE STATE NATIONAL BOTANICAL GARDEN					
NB: PLEASE NOTE THAT THIS PRFOCUREMENT INCLUDES LOCAL CONTENT AS PER SBD 6.2 AND FIND ATTACHED LOCAL CONTENT ANNEXURES					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Ripfumelo Fumani S.SCM-Quotations@sanbi.org.za and copy r.fumani@sanbi.org.za . Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ripfumelo Fumani		CONTACT PERSON	Nondumiso Magija	
TELEPHONE NUMBER	0128435037		TELEPHONE NUMBER	051 436 3530	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	r.fumani@sanbi.org.za		E-MAIL ADDRESS	magija@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:

Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 0800 160 999 Anytime

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:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any

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.

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 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

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.

DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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-BBEE | Status | level |
|--|--------|--------|--------------|
| 1) certificate issued by an authorized body or person; | | | |
| 2) prescribed by the B-BBEE Codes of Good Practice; | A | sworn | affidavit as |
| 3) prescribed in terms of the B-BBEE Act; | Any | other | requirement |

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

80/20 or 90/10

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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	☐
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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	☐
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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

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods	Stipulated minimum threshold
Optical fibre cables	90%
PVC pipe	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	☐	NO	☐
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO: Q8346/2022

ISSUED BY: (Procurement Authority / Name of Institution): SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE.

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete

Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder
 entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000(Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

REQUEST FOR QUOTATION

TERMS OF REFERENCE

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND COMMISSIONING OF THE IP CLOSED CIRCUIT TELEVISION (CCTV) CAMERAS AT FREE STATE NATIONAL BOTANICAL GARDEN

1. BACKGROUND AND DISCUSSION

The Free State National Botanical Garden is one of the eleventh National Botanical Gardens managed by the South African National Biodiversity Institute (SANBI). The Garden is in the northern suburbs of South Africa's judicial capital, Bloemfontein, in the Mangaung (meaning the 'the place where cheetahs dwell') Mangaung Metro Municipality, Free State Province. Bloemfontein, popularly known as the 'City of Roses', also serves as the capital city of the Free State Province. The Garden is situated next to N1, about 11 km of the center of Bloemfontein. It is within a 130 km radius of Kimberly, the Free State Goldfields and Maseru, Lesotho.

The overall Garden is sixty-seven (67ha) hectares big with the developed area being seven hectares (+-7ha). Cameras are required to monitor activities in the Garden at a central place for security reasons. The N1 side being the most critical as it is not regularly visited and is highly prone to vagrants and other security risk issues. The cameras will be installed on the N1 side of the Garden with the monitoring system installed and kept at the main admin building office.

The aim of this Terms of Reference is to ensure that all service providers are given equal opportunity to submit quotations based on the same understanding of the project.

2. INVITATION TO QUOTE

Quotations are hereby invited for the supply, installation, and commissioning of IP Closed Circuit Television Cameras (CCTV) at the Free State National Botanical Garden, Bloemfontein. The procurement process will be co-ordinated by the SANBI's Supply Chain Management (SCM) section at the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. SCOPE OF WORK

The SANBI requires a service provider for supply, installation, and commissioning of the IP (CCTV) at the Free State National Botanical Garden, Bloemfontein. The Service Provider must comply with all the relevant government legislations as well as the SANBI's terms and conditions.

3.1 SPECIFICATIONS

The Service Provider is required to quote based on the following:

Technical specification for supply, installation and commissioning of the IP Closed Circuit Television (CCTV) Cameras at Free State National Botanical Garden:

NO.	LOCATION	DESCRIPTION	QUANTITY
1.	Perimeter Fence (Along the N1 road)	4-MP EXIR CAMERA, Long Range Network Bullet Camera. 6 & 12mm fixed lens; Up to 80m IR range; H.265+/H.265/H.264+/H.264/MJPEG; Powered by Darkfighter technology; VCA functions; 3 streams; 3D DNR; BLC; ICR; DC12V & PoE; Built-in micro-SD slot.	8
2.	Workstation/ Monitoring room (Main Garden office)	16-Channel NVR with PoE • 16 Channel H.264 NVR with VGA and USB Port • Video Input/output • Audio Input/output • Video Compression: H.264 • Display Frame Rate:NTSC:120fps/ PAL:100fps,Recording Frame Rate:120fps / PAL:100fps • Pentaplex Function: Live View, Video Recording, Playback, Mobile Phone View & Network Monitoring • 1xUSB Mouse, 1x power adapter 12v2a • 8Terabyte Hard Drive	1
3.	Works station	23.6" LED Screen, colour with wall mount bracket incl. keyboard and a mouse	1
4.	Server	2.5mm Twin and Earth Flat Cable 100m Copper conductors to SANS 1411 Part 1, PVC insulated to SANS 1411 Part 2, laid up with a bare copper earth-continuity-conductor between them, UV stable PVC sheathed to SANS 1411 Part 2	Enough to cover the installation
6.	Network switch and Cabling	UTP-6500C is a 500m Cat6 CCA UTP cable enough to cover the entire installation.	Enough to cover the installation
7.	Shielded Connectors & Boots	Cat 6, RJ45 shielded connectors & Boots	Enough to cover the installation

8.	Surge protection	Surge Plug Adapters	Enough to cover the installation
9.	Conduits	22MM Galvanized steel conduits and all needed steel accessories and other required sundries	Enough to cover the installation
10.	UPS	Power Supply – 1 KVA UPS	1
11	Network switch	CCTV network switch	1 (enough to cover installation).

SERVICE PROVIDERS TO NOTE THE FOLLOWING:

- The Service Provider should issue SANBI with a guarantee of 24 months for the materials supplied and workmanship.
- Service Provider shall be liable for repairs and maintenance that may arise during this period.
- Service Provider to ensure that all the above aspects are catered for in the quotation as SANBI will not bore any costs in relation to the above within two years from installation.
- Cameras to be placed in such a way that there is no blind spot.
- Service to provide all materials and equipment required for installation.
- The minimum height for installation is 8 meters from the ground.
- Mounting to be solid and secure to prevent theft and vandalism.

Note: *A site visit is recommended in order to ensure that all suppliers understand the scope of work and quote accordingly.*

4. NATURE OF APPOINTMENT & CONTRACTUAL ARRANGEMENT

Contract and payment:

- The agreement will be drawn up between SANBI and the Service Provider.
- Invoices will be paid for upon deliverables received.
- Invoices must indicate the deliverable produced. **No** upfront payments will be made.
- SANBI will pay for the satisfactory completion of work within 30 days of submission of invoice.
- In the case of invoices to SANBI they must be addressed to SANBI

5. MANDATORY REQUIREMENTS OF THE SERVICE PROVIDER

Service Provider must have sufficient relevant experience in the industry and at least three traceable references of previous related work undertaken.

The Service Provider must submit all relevant certificates.

- Submission of fully completed SBD1 (Invitation to Bid),
- 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, affidavit mentioned above will result in the tender not being awarded points.
- A valid, original tax clearance certificate
- A current copy of Central Supplier Database (CSD) registration report or registration number.
- Service providers with one or more employees are required by law to contribute to the

Compensation Fund. A valid letter of good standing with COIDA is required. The certificate should be issued by the Department of Labour.

- Submit a quotation that addresses the scope of work as per the above specifications and outputs.
- Quotations must include cost break down of all the specifications and price must be VAT inclusive.
- Proof of public liability insurance or proof of application.
- It is estimated that the Service Provider must have a CIDB contractor grading of level 1GB/ 1EP or higher.

6. OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE

For guidelines on OHS Act compliance and SANBI's requirement in relation to Health and Safety for installation work, Service Providers are required to go through the attached specification and comply with all related regulations associated with CCTV cameras installation and commissioning project.

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

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations.
- The Service Provider's staff may be expected to attend induction training before commencing any work so that they become familiar with the parts of the garden they are stationed in and evacuation procedures.
- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996):
- The National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety specifications and relevant policies.
- COVID-19 regulations as published by the National Department of Health.
- The National Environmental Management: Waste Act (Act 59 of 2008).

7. GENERAL TERMS

All documents submitted in response to this Request for Quote must be written in English. For technical queries, please contact Ms Nondumiso Magija, Garden Manager: Free State National Botanical Garden at 051 436 3530 or at the following email address: magija@sanbi.org.za

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 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 the quotation process.

8. EVALUATION CRITERIA

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

The price and preference points of those bids that meet the minimum threshold of 70% 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 evaluation 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.

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

Stage 1: Functionality Evaluation

No.	Criteria	Sub-criteria	Weight
1.	COMPANY EXPERIENCE		15
1.1	Competence and Experience in the installations and commissioning of Closed-Circuit Television Cameras (A company profile should be attached).	15= The bidder has five years and more experience.	15
		12= The bidder has four years' experience.	12
		10= The bidder has three years' experience.	8
		8= The bidder has two years' experience.	5
		3= The bidder has one year experience.	2
2.	TECHNICAL KNOWLEDGE/ CAPABILITY		35
2.1	<i>Demonstrate technical knowledge of the team to do the installation and commissioning of Closed-Circuit Television Cameras (CVs of the project leader and technical teams must be attached).</i>	The project team to be assigned has six (6) and more years plus combined experience.	15
		The project team to be assigned has five (5) years plus combined experience.	12
		The project team to be assigned has four (4) years	8

		plus combined experience.		
		The project team to be assigned has three (3) years plus combined experience.	5	
		The project team to be assigned has less than two (< 2) year combined experience.	2	
2.2	A brief description of the scope and scale of current and past projects undertaken.		20	
3.	PROJECT PLAN			25
3.1	Provision of a detailed Project Plan	The bidder has submitted a detailed work-plan with timelines, technician/s, provision of parts, installation, and commissioning of the CCTV Cameras.	25	
		The bidder has submitted a work-plan in part missing one or two elements such as timelines, technician/s, provision of parts, installation and commissioning of CCTV Cameras.	18	
		The bidder has submitted a work-plan with timelines, technician/s, provision of parts, installation and commissioning	11	

		of CCTV cameras but not related to the scope of work or missing 3 or 4 aspects of the project.		
		The bidder submitted work-plan, lacking critical information, covers only 2 or less aspects of the project.	5	
4.	THE BIDDER REFERENCES			15
4.1	Provide Five traceable reference letters : signed letters of reference from at least three (3) current or previous clients for electronic security systems/ CCTV cameras within the past 5 years. (Company name, contact person, telephone number, services provided, total value of the contract and contract duration with dates, performance of the service provider per service provided). The reference letters must be relevant to the project.	The bidder with five (5) and more references.	15	
		The bidder with four (4) references.	12	
		The bidder with three (3) references.	8	
		The bidder with less than two (2) references.	5	
		The bidder with one (1) reference.	2	
5.	LOCALITY			10
5.1	The Bidder must provide	Office/business within the local	10	

	documentary proof from the third (3 rd) party to indicate that the company has an operating office/business premises within the local municipality in which Free State National Botanical Garden is based. (Municipal account, telephone account not older than three (3) months, or signed lease agreement, etc.)	municipality where the service is to be rendered		
		Office/business within the province where the service is to be rendered	7	
		Office/business in other Provinces	3	
		Non-submission of proof of address	0	
	TOTAL			100

Any bidder that fails to score a minimum of **70** points out of a possible **100** points for functionality will not be eligible for further consideration.

9. SITE BRIEFING

No site briefing will be conducted for this RFQ. Potential Bidders are advised to conduct a site visit prior to submitting quotes to ensure that they have covered all aspects required to execute this work.

10. CLOSING DATE FOR QUOTATIONS AND SUBMISSIONS

Closing date for submission of quotes: 11h00 on 01 September 2022

Proposals should be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Ripfumelo Fumani r.fumani@sanbi.org.za

For technical queries, please contact Ms Nondumiso Magija, Garden Manager: Free State National Botanical Garden at **051 436 3530** or at the following email address: magija@sanbi.org.za